State of Nevada

Department of Health and Human Services

LEGISLATIVE BILL TRACKING

SYSTEM USER GUIDE

By: DHHS-DHCFP & DPBH – http://dhhs.nv.gov/
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2 General

To access the Legislative Bill Tracking application, enter the following link into your internet browser:

https://dhhsbilltracking.nv.gov/

The Legislative Bill Tracking application has several general functions that are available on all pages. This section outlines these features rather than redundantly including them in all other sections.

Example of features found on each page.

2.1 Header

As shown above and captioned below, the header for every page shows the Session Selector dropdown.

78th (2015) Session (current)

This field defaults to the current session, to change the Session, click the dropdown and choose another Session from the list. Changing the Session will change the data displayed in the Reports, Bills and Admin | Staff pages. The Alerts, Dashboard and Emails pages always display data for the current Session (i.e. the Session that is shown just below the Menu bar).

Next to the Session dropdown in the upper right of each page header you will find the name of the current User. The page displays the Login Name, the assigned Division and Legislative Bill Tracking application permissions indicating the Role of the current User. These letters correspond to the letters shown on the Admin | Roles page.

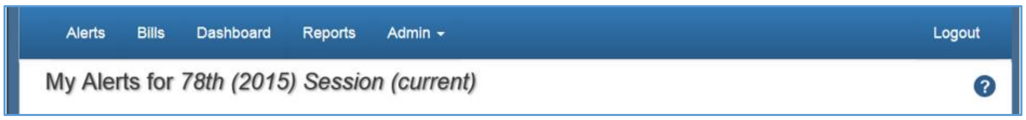
lmmcmullen | DPBH | ESLAZUB

2.2 Menu Bar

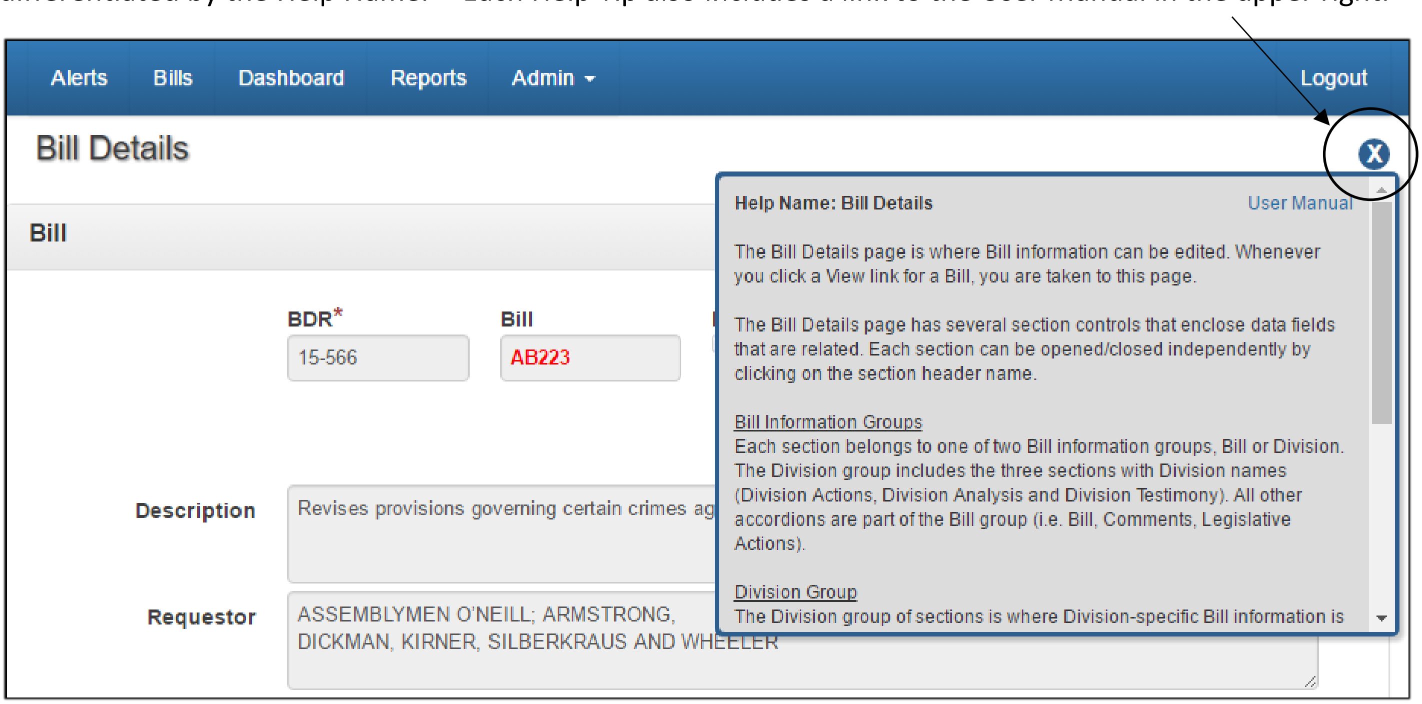
The Menu bar is always visible and allows navigation to other sections of the application from any page. The Menu bar shows/hides menu items based on the User's Roles and the Role's description on the Admin | Roles page.

2.3 Help Tips

In the upper right portion of the page, just below the Menu bar, is a Help icon indicated by a question mark (?). Clicking on this icon will display context-sensitive Help tips.



Each Help tip indicates the Help Name. These Help tips can be modified on the Admin | Help page and are differentiated by the Help Name. Each Help Tip also includes a link to the User Manual in the upper right.

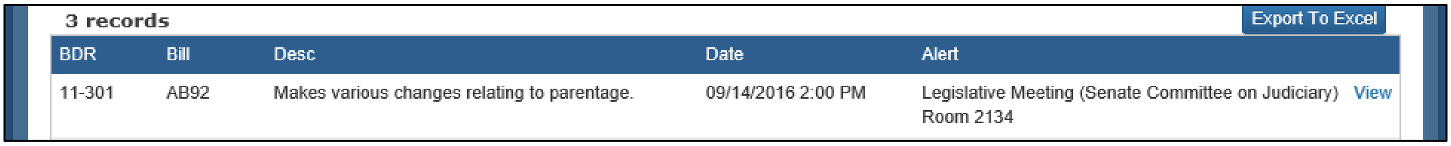


Help Tip window showing Help Name and User Manual link.

When Help Tips are open, the icon changes from a question mark to an X. Clicking the X will close the Help Tip. Each Help Tip indicates the Help Name. These Help Tips can be modified on the Admin | Help page and are differentiated by the Help Name. Each Help Tip also includes a link to the User Manual in the upper right.

2.4 Grids

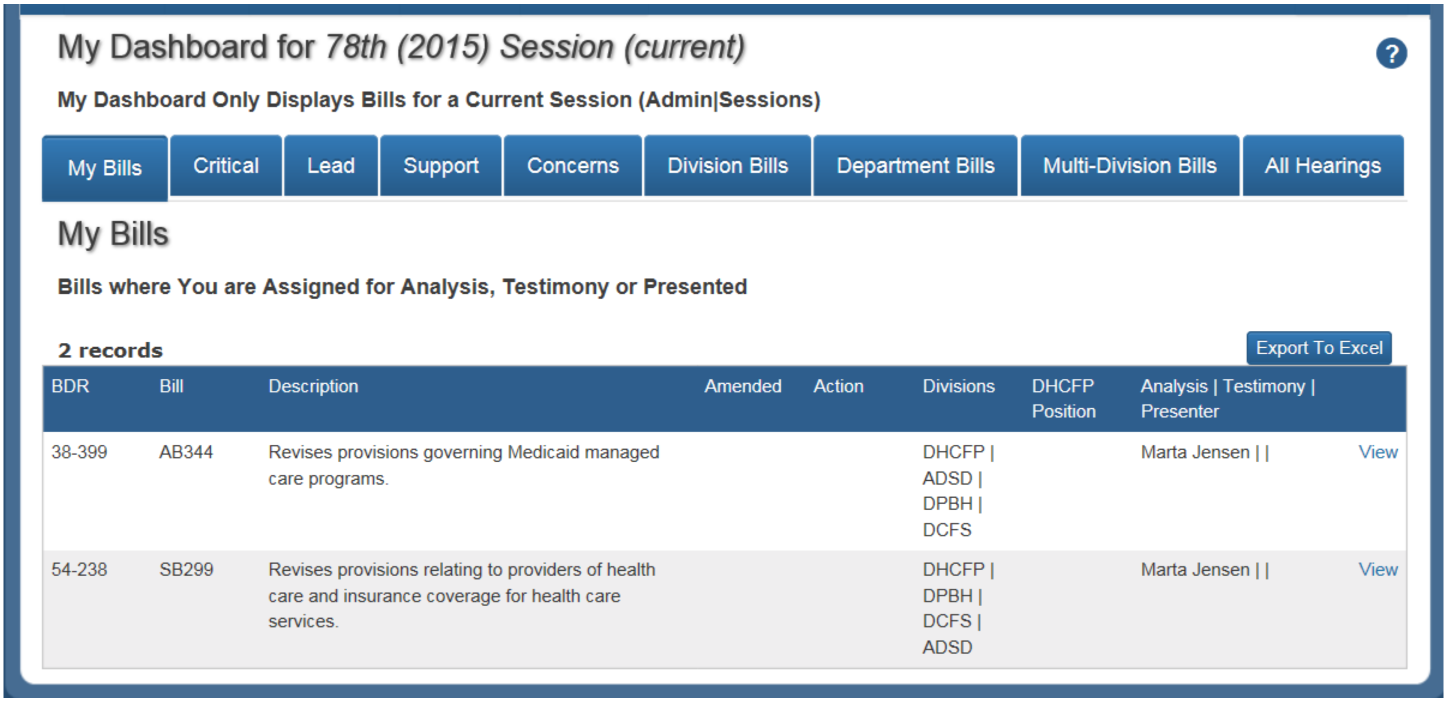
Grids are lists of Bills shown on the Alerts, Dashboard, Reports, Bills and Emails pages to allow sorting and paging through the data. Above each Grid to the left is a record count and an Export to Excel button on the right.



BDR	Bill	Desc	Date	Alert	
11-301	AB92	Makes various changes relating to parentage.	09/14/2016 2:00 PM	Legislative Meeting (Senate Committee on Judiciary) Room 2134	View

Each View link will take the User to the Bill Details page (as shown above) for that specific Bill Draft Request (BDR) or Bill.

Sorting is performed by clicking on the header of a column. Subsequent clicks will reverse the sort order. Paging is performed by clicking any of the page numbers or Previous (<) and Next (>) links shown in the footer of the Grid.

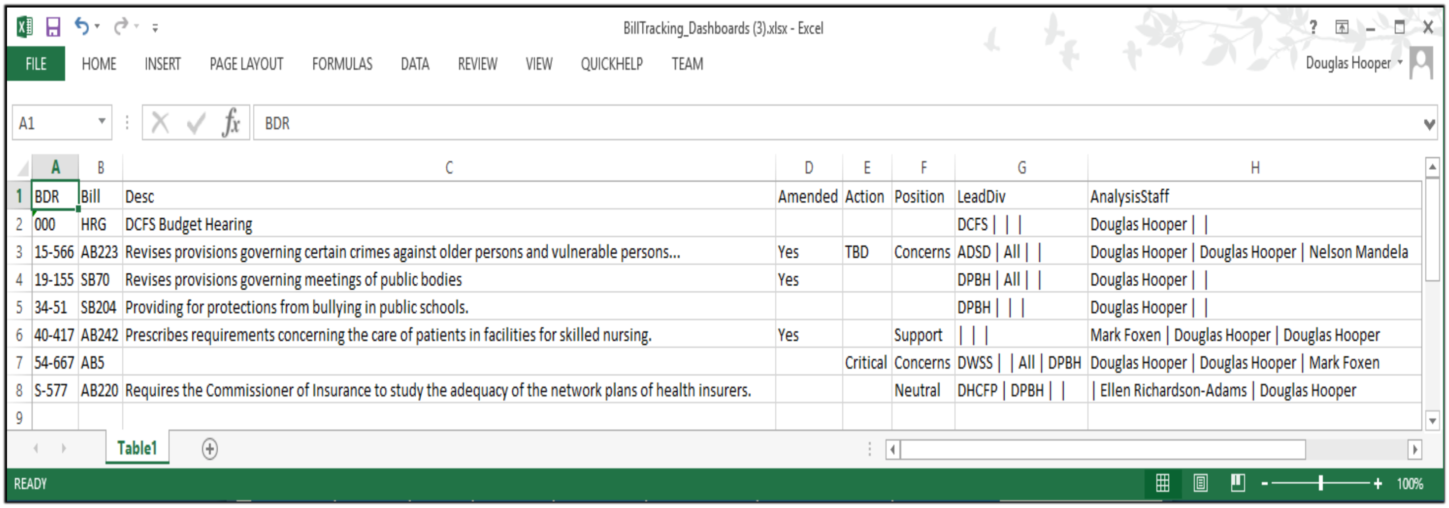


BDR	Bill	Description	Amended	Action	Divisions	DHCFP Position	Analysis | Testimony | Presenter	
38-399	AB344	Revises provisions governing Medicaid managed care programs.			DHCFP | ADSD | DPBH | DCFS		Marta Jensen | |	View
54-238	SB299	Revises provisions relating to providers of health care and insurance coverage for health care services.			DHCFP | DPBH | DCFS | ADSD		Marta Jensen | |	View

2.5 Export To Excel

The Export To Excel button allows all data within a grid, at that moment in time, to be exported and saved as an Excel worksheet.

The resulting Excel file will include data from all pages of the Grid (even the items not visible on the screen) and will insert the column names in the first row of the spreadsheet. The Excel file will be downloaded through the browser and placed in the Download folder of the User's workstation. The filename will start with BillTracking (i.e. BillTracking_Alerts.xlsx, BillTracking_Dashboards.xlsx).

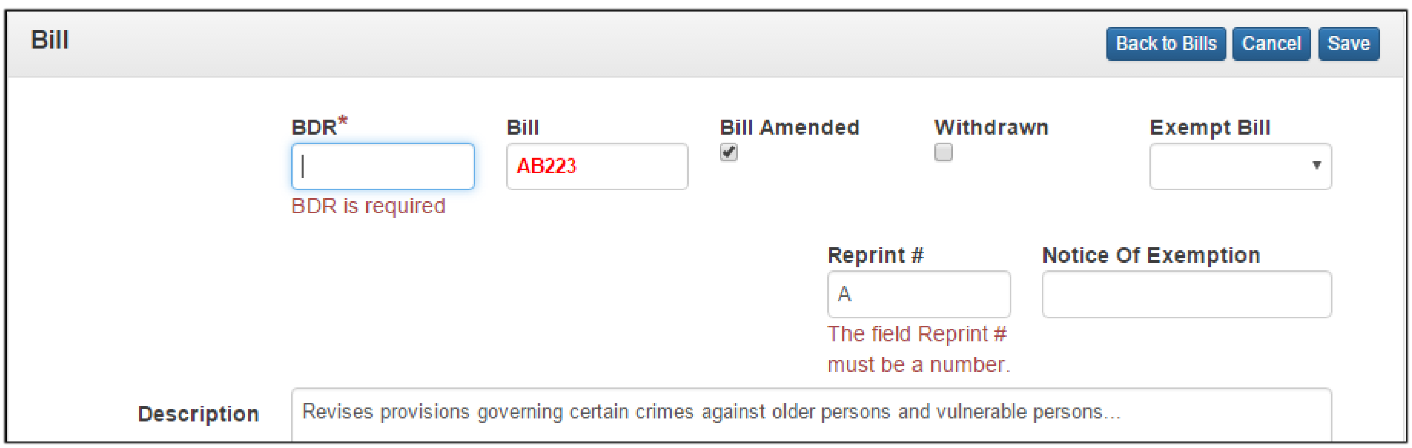


BDR	Bill	Desc	Amended	Action	Position	LeadDiv	AnalysisStaff
000	HRG	DCFS Budget Hearing				DCFS | | |	Douglas Hooper | |
15-566	AB223	Revises provisions governing certain crimes against older persons and vulnerable persons...	Yes	TBD	Concerns	ADSD | All | |	Douglas Hooper | Douglas Hooper | Nelson Mandela
19-155	SB70	Revises provisions governing meetings of public bodies	Yes			DPBH | All | |	Douglas Hooper | |
34-51	SB204	Providing for protections from bullying in public schools.				DPBH | | |	Douglas Hooper | |
40-417	AB242	Prescribes requirements concerning the care of patients in facilities for skilled nursing.	Yes		Support	| | |	Mark Foxen | Douglas Hooper | Douglas Hooper
54-667	AB5			Critical	Concerns	DWSS | | All | DPBH	Douglas Hooper | Douglas Hooper | Mark Foxen
S-577	AB220	Requires the Commissioner of Insurance to study the adequacy of the network plans of health insurers.			Neutral	DHCFP | DPBH | |	| Ellen Richardson-Adams | Douglas Hooper

Example of Excel Export file showing column names in first row that match those of Grid header.

2.6 Field Validation

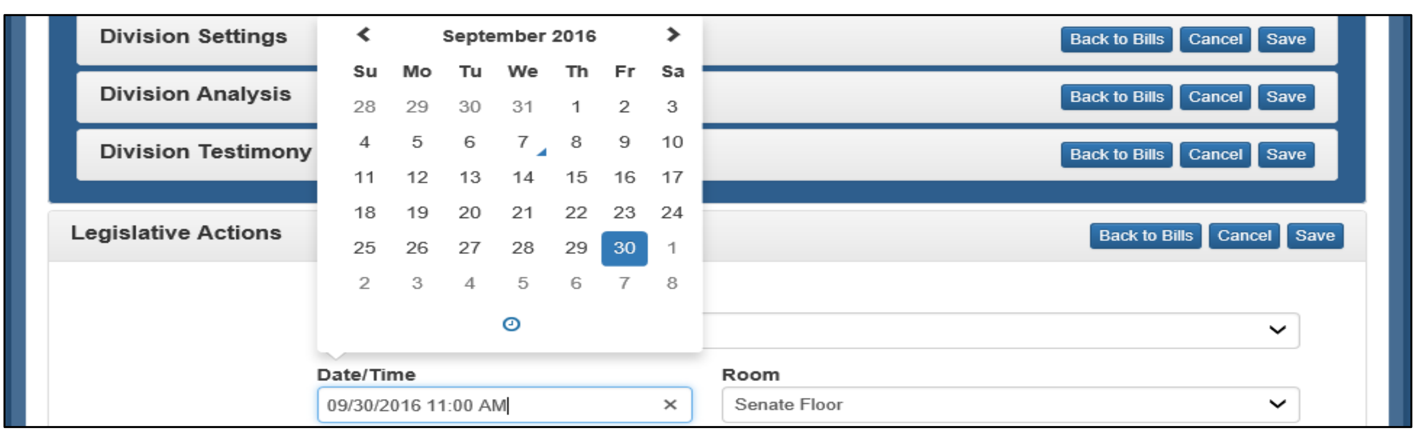
All required fields and fields with specific formatting have data field validation support. Required fields are indicated by a Red asterisk (*). When data is missing or incorrect data is entered into a field, an error message is displayed in Red text, indicating the field error. In the following figure, both the BDR and Reprint # fields are displaying validation errors. When a field is subsequently entered properly, the error message automatically disappears.



When the required correction is made, this message automatically disappears.

2.7 Date/Time Fields

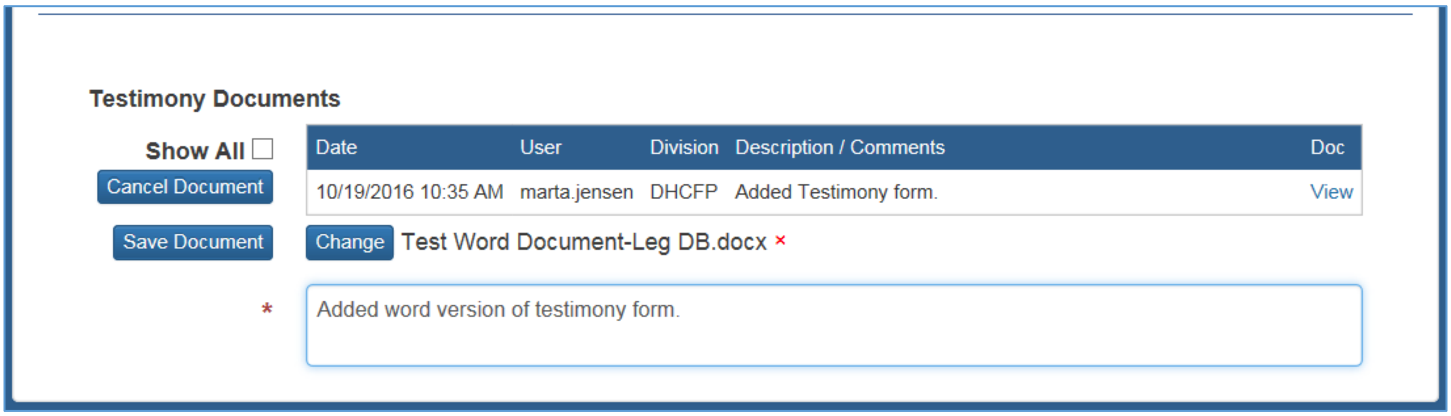
All Date field entry will cause a calendar to automatically popup for date selection (mm/dd/yyyy).



When Time is being assigned with a date for Alerts and Legislative Actions, the Calendar popup will display a Clock icon at the bottom of the popup. The User will select the Date first and then click on the Clock icon and select the time. The Time popup displays a Calendar icon at the top that the user can click on to return to the calendar.

2.8 Document Uploads

There are currently five areas where uploading document is allowed: Comments, Agency Analysis, Fiscal Analysis, Division Testimony, and Agency Actions. Each of these lists are independent and filtered by Division (Agency). Each also has a Show All checkbox that will show all documents from all Divisions when selected and the user has a role of Agency Administrator (A), Department Administrator (D) or System Administrator (Z).



Any type of document can be uploaded. All subsequently downloaded documents will be placed in the user's Downloads folder, keeping the original document type. Example: If the user downloads a Word document, they will be able to open it in Word, edit it and then re-upload it to the list of documents. Each version will be saved independently and in the state it was in at the time of upload. Each document is date and time stamped at the time of upload. They are displayed in chronological order with the latest version on top.

Each of these uploaded document lists are independent and filtered by Division, however, users with Division (A), Department (D), and System Administrators (Z) roles will have the *Show All* checkboxes visible that will show uploads from all Divisions.

3 Alerts

3.1 Background

There are various forms of Alerts within the Legislative Bill Tracking (LBT) application:

3.1.1 Alerts

- Displayed on the initial Alerts page after Login. Each of these have a link to take the User directly to the Bill Details page triggering the Alert.

3.1.2 Emails (See Emails Section)

- Received via Email based on specific trigger criteria. These Emails will notify Users that are not accessing the LBT application, where these same Alerts can be viewed.

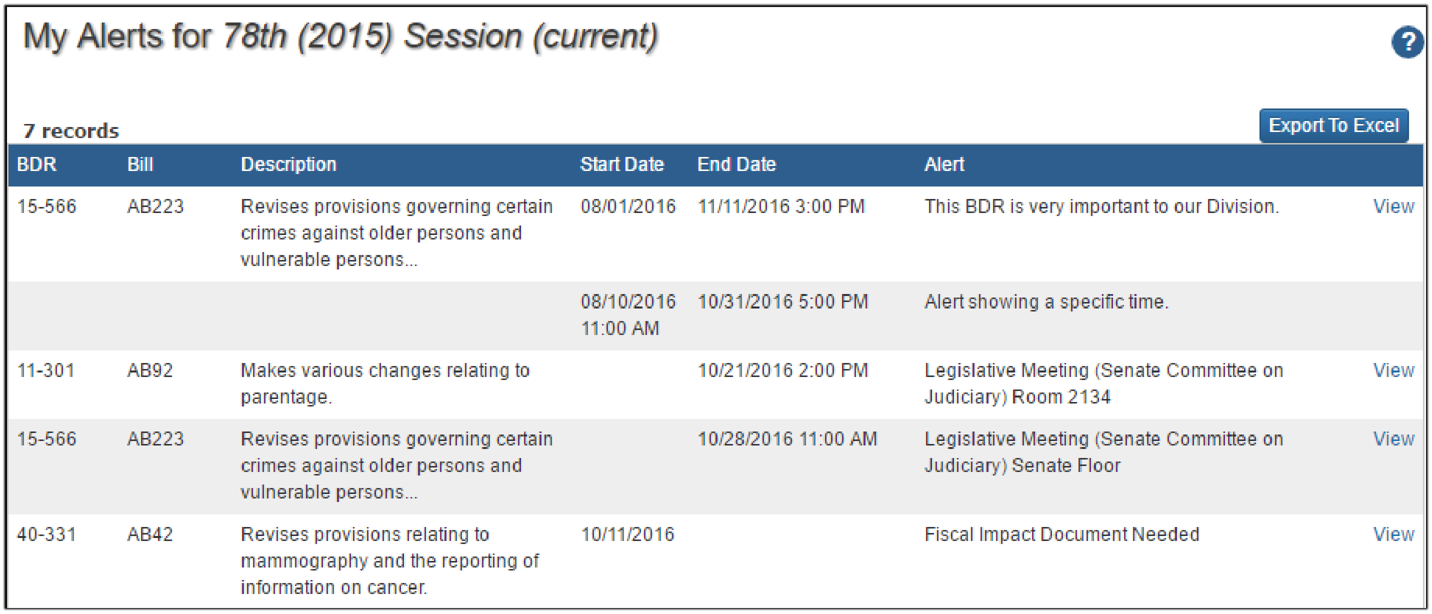
3.1.3 Dashboard (See Dashboard Section)

- Displayed in Grids on the Dashboard page. Each Type is viewed separately by clicking on the various Buttons at the top of the Dashboard page.

3.2 Alerts

The Alerts page is the first place the User lands after logging into the Legislative Bill Tracking application. This page can also be reached by clicking on the Alerts menu item. The Alerts page includes a grid showing a list of information that will assist Users in meeting deadlines and attending meetings as displayed below.

All Alerts are shown in a consolidated Grid in order by Start Date so the most urgent items are at the top. Alert items disappear once the End Date (Legislative Meeting Date or Alert End Date) has passed or the Alert Trigger has been resolved.



My Alerts for *78th (2015) Session (current)*

7 records Export To Excel

BDR	Bill	Description	Start Date	End Date	Alert	
15-566	AB223	Revises provisions governing certain crimes against older persons and vulnerable persons...	08/01/2016	11/11/2016 3:00 PM	This BDR is very important to our Division.	View
			08/10/2016 11:00 AM	10/31/2016 5:00 PM	Alert showing a specific time.	
11-301	AB92	Makes various changes relating to parentage.		10/21/2016 2:00 PM	Legislative Meeting (Senate Committee on Judiciary) Room 2134	View
15-566	AB223	Revises provisions governing certain crimes against older persons and vulnerable persons...		10/28/2016 11:00 AM	Legislative Meeting (Senate Committee on Judiciary) Senate Floor	View
40-331	AB42	Revises provisions relating to mammography and the reporting of information on cancer.	10/11/2016		Fiscal Impact Document Needed	View

3.3 Alert Types

There are two types of Alerts, Automatic and Manual. Automatic Alerts are triggered by an upcoming event, such as a Testimony Due Date, upcoming hearing, etc. Manual Alerts can be entered by a user to highlight an important item or upcoming event.

3.3.1 Automatic Alerts

Automatic Alerts appear when an event is upcoming based on the Bill Details of any Bill in the current Session (i.e. Hearing, Due Date).

Currently, automatic Alerts include the following:

- **Future Hearing Date/Times**: Indicates an upcoming hearing is scheduled for the specified Bill. These Alerts show for all Users in a Division specified by the Director's Office. The alert will no longer be displayed when the date/time for the hearing has passed.

- **ALSR (Agency Legislative Status Report) Due Date**: Indicates that an ALSR Due Date has passed and the document hasn't been entered as Received in the Division Analysis section. These Alerts show for the User who is populated in the ALSR Assigned To field. The Alert will no longer be displayed once the Received field is entered.

- **Testimony Due Date**: Indicates that the Testimony Form Due Date has passed and the document hasn't been entered as Received in the Division Testimony section. These Alerts show for the User(s) who is populated in the Testimony Assigned To and Testimony Presented By fields. These Alerts will no longer be displayed once the Received field is entered.

- **Fiscal Impact Document Needed**: Indicates that the Fiscal Impact checkbox is marked but there aren't any documents uploaded in the Division Analysis/Fiscal Impact Documents section. These Alerts show for the Legislative Liaison and Fiscal Impact Roles for the specific Division and will no longer be displayed once a document has been uploaded.

- **Position Needed**: Indicates that the Division has been assigned a Bill for review but the Division's Position in the Division Settings section is blank. These Alerts show for the Legislative Liaison roles for the specific Division and will no longer be displayed once the Position field is entered.

- **Analysis Staff Needed**: Indicates that a Bill has been assigned to the Division but the analysis hasn't been assigned to anyone. These Alerts show for the Legislative Liaison roles for the specific Division and will no longer be displayed once the Analysis Assigned To field is entered.

- **Analysis Dates Needed**: Indicates that an analysis on the Bill has been requested but the corresponding Requested Date has not been entered in the Division Analysis section. These Alerts show for the Legislative Liaison roles for the specific Division and will no longer be displayed once the Requested Date field is entered.

- **Analysis Not Sent**: Indicates that the ALSR form has been received but it has not yet been sent to the Director's Office for review. These Alerts show for the Legislative Liaison roles for the specific Division and will be displayed until the ALSR Sent field is entered.

- **Testimony Staff Needed**: Indicates that Testimony is required but the Assigned To and Presented By fields are not completed. These Alerts show for the Legislative Liaison roles for the specific Division and will be displayed until the Testimony Assigned To and Presented By fields are entered.

- **Testimony Dates Needed**: Indicates that the Testimony is required and a User has been assigned to complete the form, but the Testimony Sent field has not been entered in the Division Testimony section. These Alerts show for the Legislative Liaison roles for the specific Division and will be displayed until the Testimony Requested field is entered.

- **Testimony Not Sent**: Indicates that the Testimony form has been received but it has not yet been sent to the Director's Office for review. These Alerts show for the Legislative Liaison roles for the specific Division and will be displayed until the Testimony Sent field is entered.

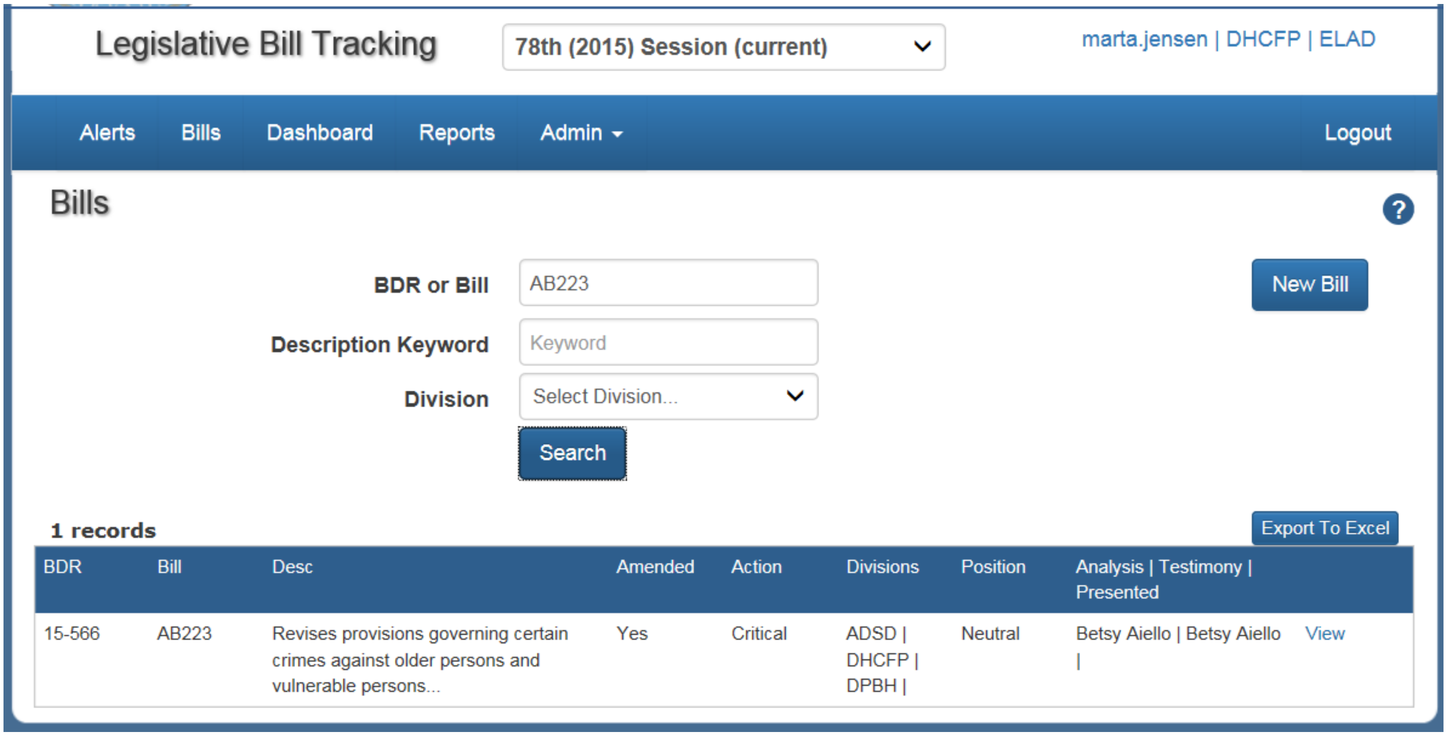
3.3.2 Manual Alerts

Manual Alerts are created on the Admin | Alerts page that will display on the Alerts page of Users assigned to that Bill. Manual Alerts can be created by any role other than Employee, as this role has view only access. Refer to section 6.1 for instructions on how to create a manual alert.

4 Bills

4.1 Search

The Bill Search List page is searchable by BDR or Bill, Description Keyword and Division.



BDR or Bill: Enter the BDR or Bill Number you want to search.

Keyword: Enter a keyword that you want searched.

> ***Note:*** *This field searches the description field of the Bill.*

Division: Select a Division that you want to search.

Search Button: After entering the desired data, click this button to search for matching results.

New Bill Button: Click this button to enter a new bill.

> ***Note:*** *Once search criteria has been entered it will remain should the user leave the screen and return at a later time period. Data is only held until the User has signed out of the system.*

<u>Grid Information</u>

BDR: The BDR number assigned.

Bill: The Bill number assigned.

Description: The description of the Bill as entered on the Bill Details screen.

Amended: Indicates if the Bill has been amended based upon data entered on the Bill Details screen.

Action: The Division's required action as noted on the Bill Details screen.

Divisions: Lists the Divisions that are assigned to the BDR/Bill.

Position: Indicates the Division's position on the BDR/Bill.

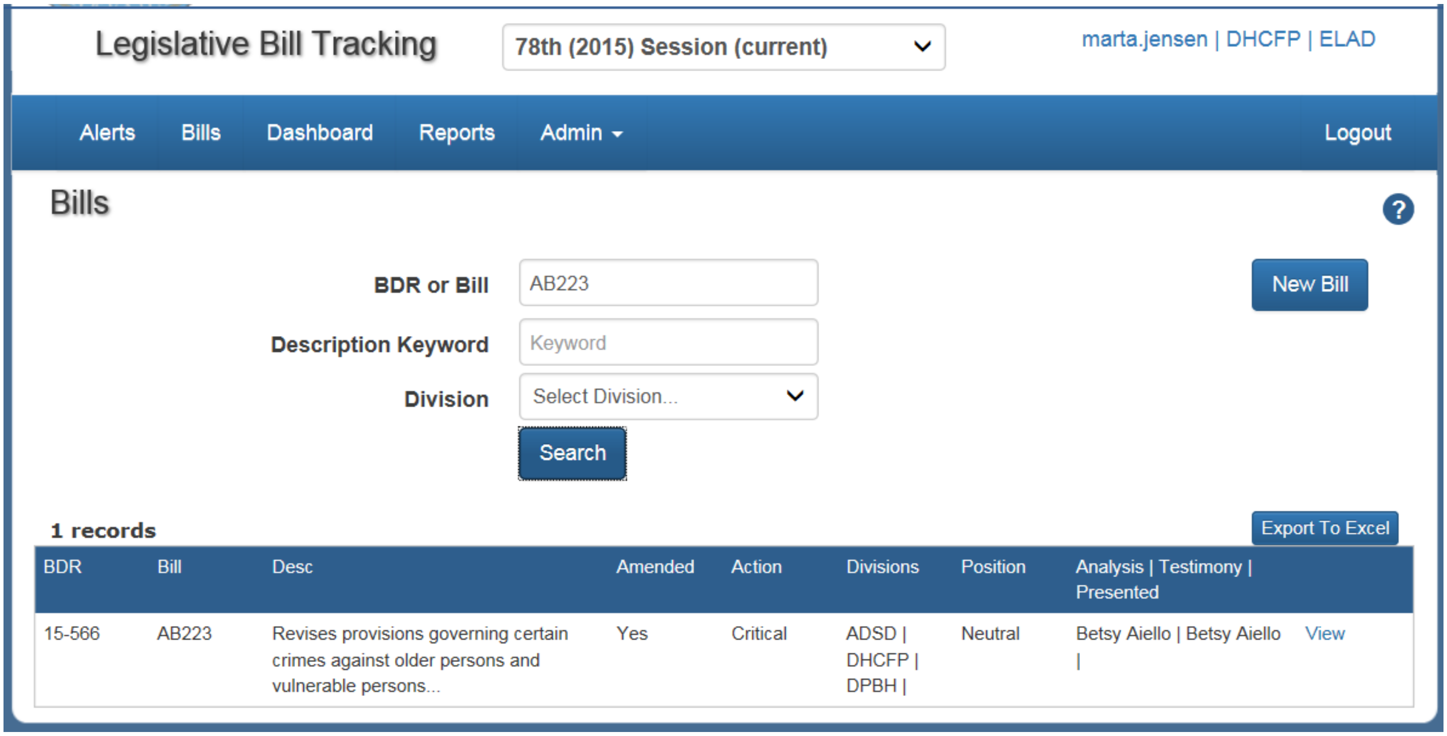
Analysis/Testimony/Presented: Lists the names of the Users responsible for the BDR/Bill Analysis and Testimony.

View Link: Click this link to view details related to the listed BDR/Bill.

> ***Note:*** *Once search criteria has been entered it will remain should the user leave the screen and return at a later time period. Data is only held until the User has signed out of the system.*

4.2 Bill Details

When the **New Bill** or **View** link is clicked, the application will navigate to the Bill Details page for that Bill.



The Bill Details page is where Bill information can be entered and/or edited for each Bill. Bill Details has several page section controls that enclose related data fields. The User may click on any of the Bill Details sections listed below to open or close that section independently.

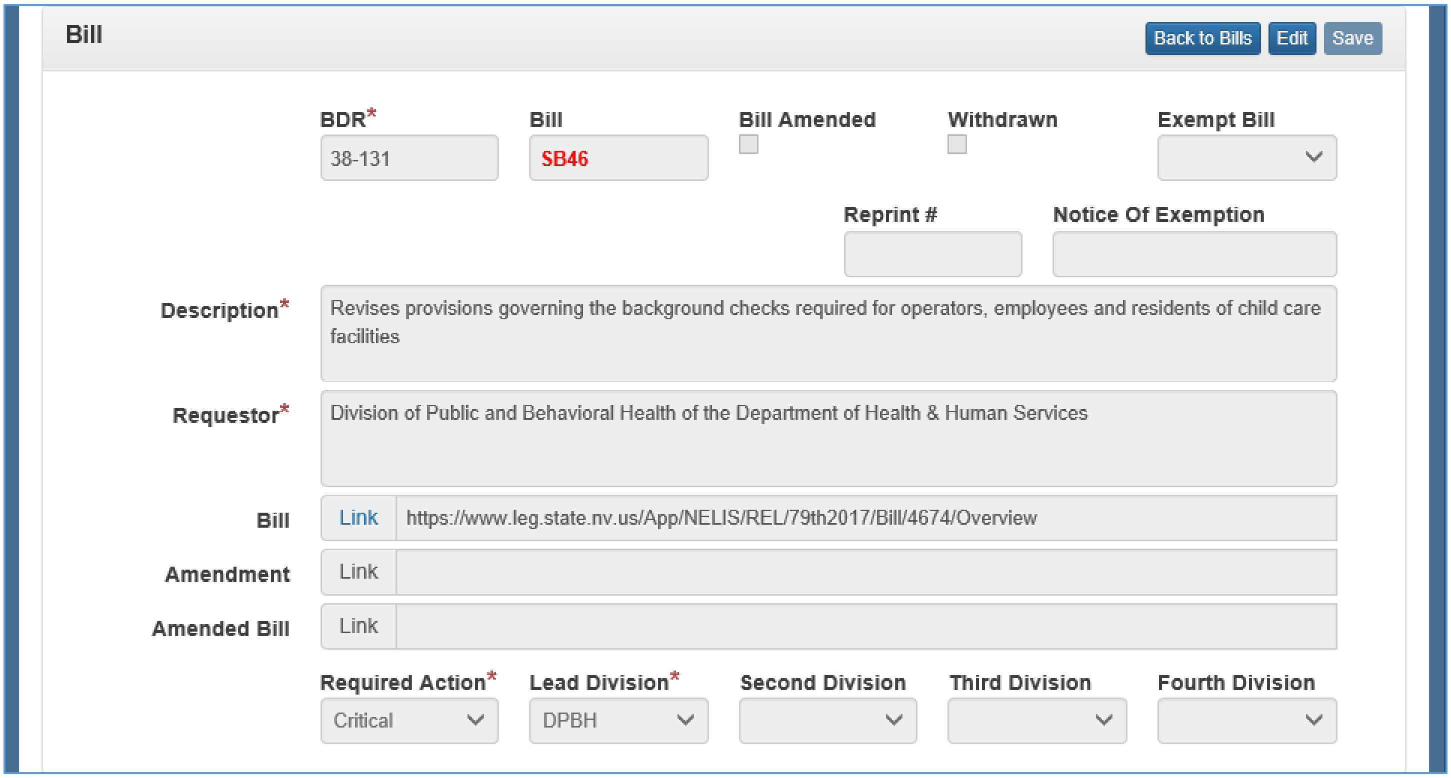
- Bill
- Comments
- Division Settings
- Division Analysis
- Division Testimony
- Legislative Actions
- Legislative House
- Governor
- Division Actions

4.2.1 Bill Information Groups

Each section belongs to one of two Bill Information Groups: Bill or Division. The Bill, Comments, Legislative Actions, Legislative House and Governor are part of the Bill Group. The Division Group includes the Division Settings, Division Analysis, Division Testimony and Division Actions. Only those Users with Bill Maintenance (B) and Department Administrator (D) access may edit the Bill Details.

4.2.1.1 Bill Group

The Bill Group of sections is where Bill information is entered/edited. This information is viewable by everyone, but only editable by Users with Bill Group permissions. All Divisions can enter Bill information specific to their Division, and not just those Divisions designated by the Director's Office.



The User can review and Edit the Bill, create document view Links to the most current Bill, Amendment or Amended Bill, and add Comments to the Bill.

BDR* *(Mandatory):* Enter the BDR number

Bill: Enter the Bill number.

Bill Amended: Indicate if the Bill has been amended.

> ***Note:*** *If it has been amended a link to the amendment and the amended Bill from NELIS should be entered.*

Withdrawn: Indicate whether the BDR/Bill has been withdrawn.

Exempt Bill: Indicate if the Bill is exempt from the various deadlines,

> ***Note:*** *Typically Budget Bills are exempt.*

Reprint #: Enter the number of times the Bill has been reprinted.

Notice of Exemption: Enter the date of the Exemption Notice.

Description* *(Mandatory)*: Enter the description of the Bill.

> ***Note:*** *This can be copied from the Bill in NELIS.*

Requestor* *(Mandatory)*: Enter the requestor of the Bill.

> ***Note:*** *This can be copied from the Bill in NELIS.*

Bill Link: Copy and paste the link to the original bill from NELIS.

Amendment Link: Copy and paste the link to the amendment from NELIS.

Amended Bill Link: Copy and paste the link to the amended bill from NELIS.

Required Action* *(Mandatory)*: Indicate the action that is required on the Bill as assigned by the Director's Office.

Lead Division* *(Mandatory)*: Enter the Lead Division responsible for the analysis as assigned by the Director's Office.

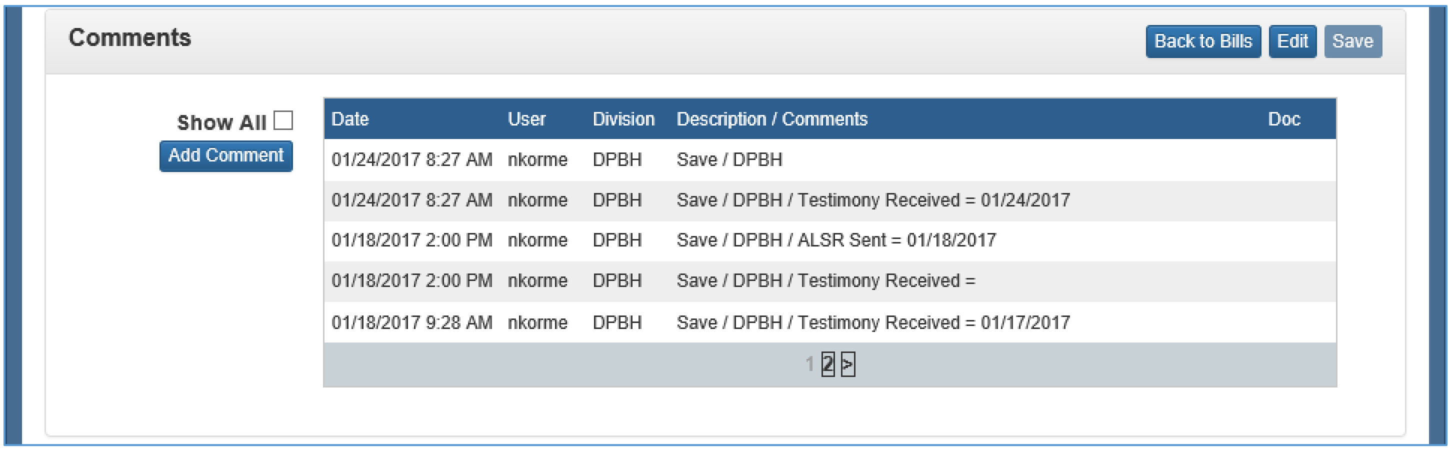
Second Division: Enter the secondary Division responsible for the analysis as assigned by the Director's Office.

Third Division: Enter the third Division responsible for the analysis as assigned by the Director's Office.

Fourth Division: Enter the fourth Division responsible for the analysis as assigned by the Director's Office.

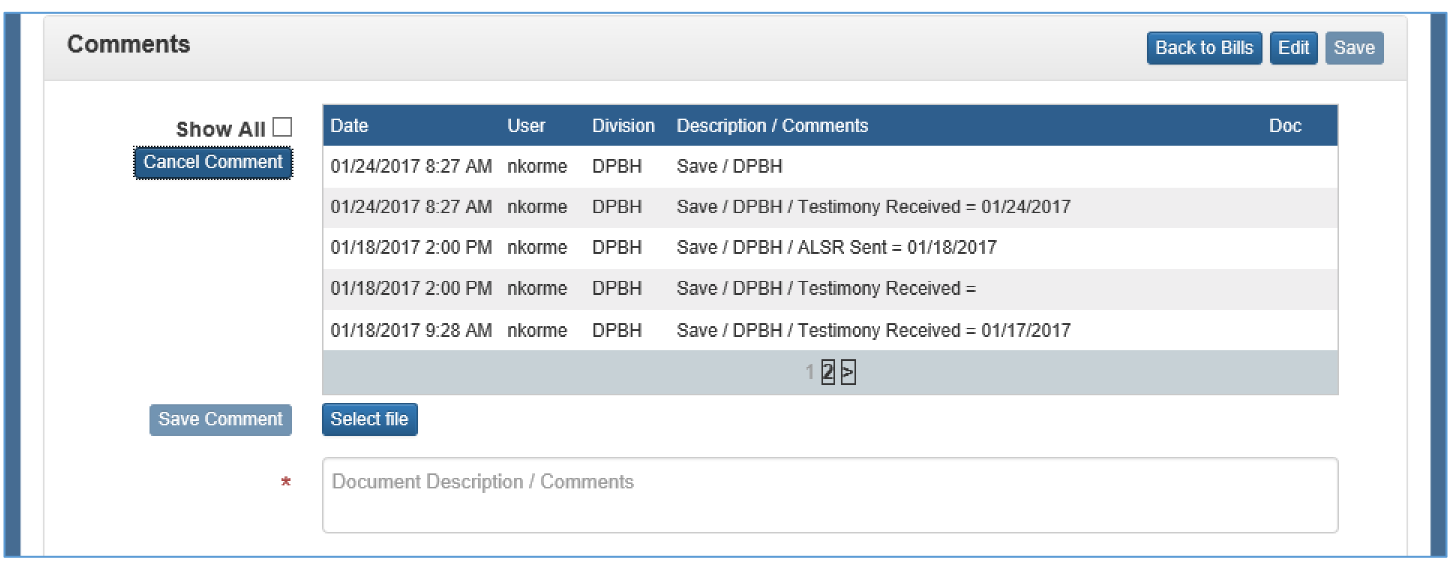
4.2.1.2 Comments

The comment section captures all system and manual notes and documents related to the Bill. System notes are entered whenever the Save button is clicked in any of the Bill sections.



Show All: Checking this box allows users with the role of Division (A), Department (D), and System Administrators (Z) to see all notes and documents associated to the Bill from every Division.

Add Comment: Click to add a comment or document and additional fields will be displayed.
Note: *You can't add a comment or document when the screen is in Edit mode.*



Cancel Comment: Click to Cancel the Comment.

Save Comment: Click to Save the Comment.

Select file: Click to browse and locate the file you wish to attach to this Bill.

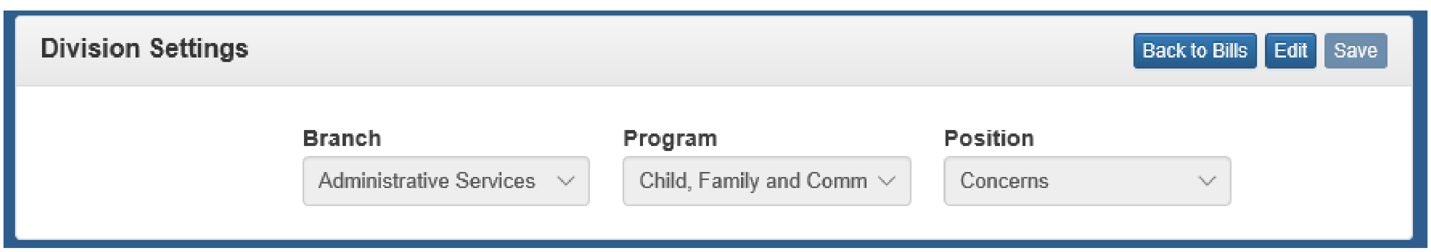
Document Description / Comments* *(Mandatory)*: *Enter the description for the document you are attaching and/or a comment.*

4.2.1.3 Division Group

The Division Group of sections is where Division specific Bill information is entered and/or edited. This information is viewable by everyone, but only editable by specific Users within the specified Division. Viewing information from various Divisions is done by selecting the Division from the Division Selector (drop-down list) at the top of the Division Group.

Only those Divisions that have previously saved information for the Bill will be listed in the Division Selector, along with the User's current Division. If a Division is not listed in the Division Selector than that Division has not yet saved any Division specific information for the Bill. Divisions will appear upon entering and saving data for that Division.

<u>DIVISION SETTINGS</u>



To enter or revise information, the user must first click the **Edit** button.

Branch: Select the Division Branch that is responsible for the Bill.

> ***Note***: *Only Branches that have been entered and active on the Branches screen will be visible.*

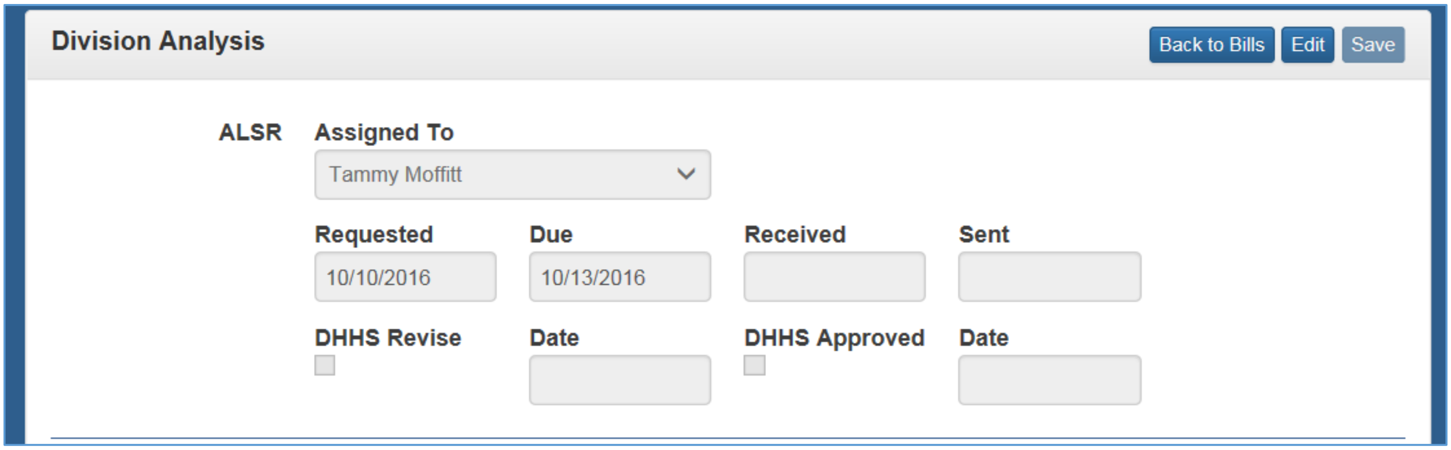
Program: Select the Program within the Division Branch that is responsible for Bill.

> ***Note***: *Only Programs that have been entered and active on the Program screen will be visible.*

Position: Select the Division's position on the Bill.

<u>DIVISION ANALYSIS</u>

The User can review and edit the Division Analysis, Add ALSR Documents, and the Fiscal Impact Documents.



ALSR Assigned To: Select the User who is responsible for analyzing the BDR/Bill and completing the ALSR form.

Note: This is a Mandatory field when the ***Requested*** *or* ***Received*** *Date is populated.*

Requested: Enter the date the ALSR form was requested.

Due: Enter the date the ALSR form is due.

Received: Enter the date the ALSR form was received.

Sent: Enter the date the ALSR form was sent to the Director's Office.

DHHS Revise: Indicates whether the Director's Office has requested the ALSR be revised.

Note: *This field will be auto-populated if the DO has requested a revision via the Batch process. In addition, an email will be sent to Users with the Legislative Liaison role and the ALSR author letting them know the ALSR was approved.*

Date: The date the revision was requested.

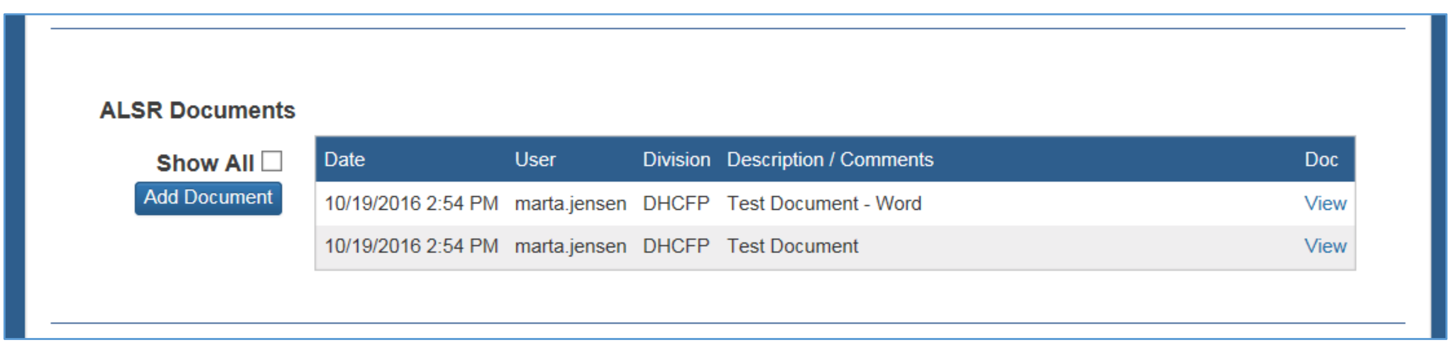
Note: *This is auto-populated when the DO submits the request via the Batch process, otherwise, if the user clicks the* ***DHHS Revise*** *checkbox the date will be filled with the system date.*

DHHS Approved: Indicates if the Director's Office has approved the ALSR.

Date: The date the ALSR was approved by the Director's Office.

Note: *his is auto-populated when the DO submits the approval via the Batch process, otherwise, if the user clicks the* ***DHHS Approved*** *checkbox the date will be filled with the system date.*

ALSR Documents

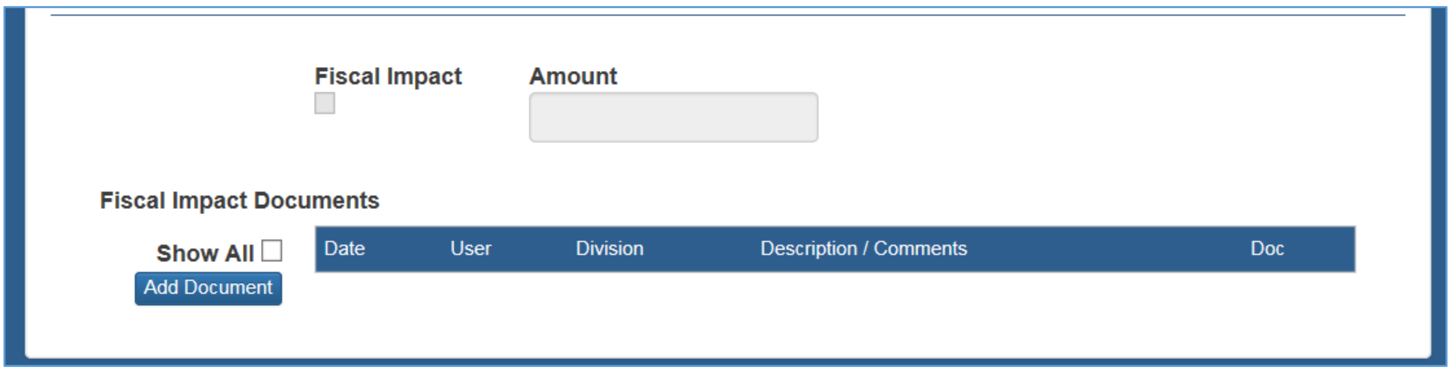


Add Document: Click the **Add Document** button to Upload ALSR forms.

> ***Note**: Documents cannot be uploaded if the screen is in **Edit** mode.*

If the ALSR Received or ALSR Sent data fields are populated and documents are not uploaded, an email is sent to the Users with the Legislative Liaison (L) role and will be present the next time they sign into the system.

<u>**Fiscal Impact**</u>



Fiscal Impact: Click this box if there is a fiscal impact for the noted Bill.

Amount: Enter the dollar amount of the fiscal impact.

> ***Note:** When the fiscal impact information is saved, an email will be sent to Users with the Fiscal Impact (F) role.*

<u>**Fiscal Impact Documents**</u>

Add Document: Click the **Add Document** button to Upload Fiscal Documents.

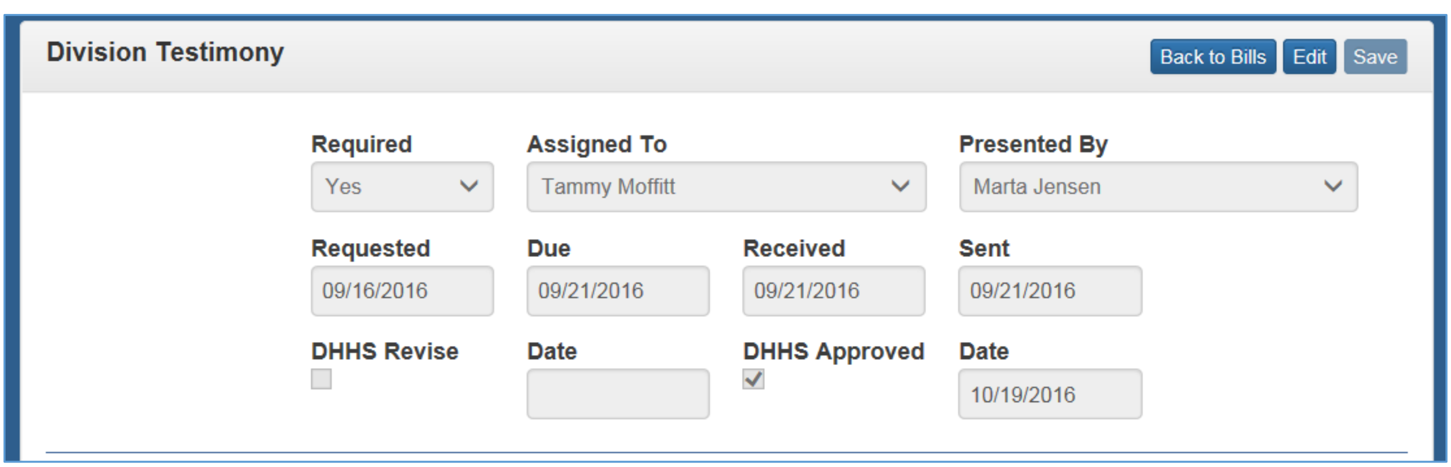
> ***Note**: Documents cannot be uploaded if the screen is in **Edit** mode.*

If documents are not uploaded, an email is sent to Users with the Legislative Liaison (L) role and Fiscal Impact (F) role and will be present the next time they sign into the system.

> ***Note:** If the documents are uploaded prior to User sign-on, the email will not be sent.*

<u>**DIVISION TESTIMONY**</u>

The User can review or edit Testimony information and view or add testimony documents.



Required: This Field will default to **No**. Select Yes if Testimony is required for the Bill.

Assigned To: Select the User who is responsible for completing the Testimony form.

> ***Note****: This field is Mandatory when the* ***Required*** *field value is Yes or the* ***Requested*** *or* ***Received Date*** *is populated.*

Presented By: Select the name of the User who is responsible for Presenting the Testimony at the hearing.

> ***Note****: This field is Mandatory when the* ***Required*** *field value is Yes.*

Requested: Enter the date the testimony was requested.

Due: Enter the date the testimony form is due from the author.

Received: Enter the date the Testimony form was received.

Sent: Enter the date the Testimony form was sent to the Director's Office.

Revision Requested: Indicates if a revision to the Testimony Form was requested by the Director's Office.

> ***Note:*** *This field will be auto-populated if the DO has requested a revision via the Batch process.*

Date: The date the revision was requested by the DO.

> ***Note:*** *This is auto-populated when the DO submits the request via the Batch process, otherwise, if the user clicks the* ***Revision Requested*** *checkbox the date will be filled with the system date.*

DHHS Approved: Indicates if the Director's Office has approved the testimony.

> ***Note:*** *This field will be auto-populated if the DO has requested a revision via the Batch process. In addition, an email will be sent to Users with the Legislative Liaison role as well as the Testimony Author and Presenter letting them know the testimony was approved.*

Date: Indicates the date the Director's Office approved the testimony.

> ***Note:*** *This is auto-populated when the DO submits the approval via the Batch process, otherwise, if the user clicks the* ***DHHS Approved*** *checkbox the date will be filled with the system date.*

Testimony Documents:

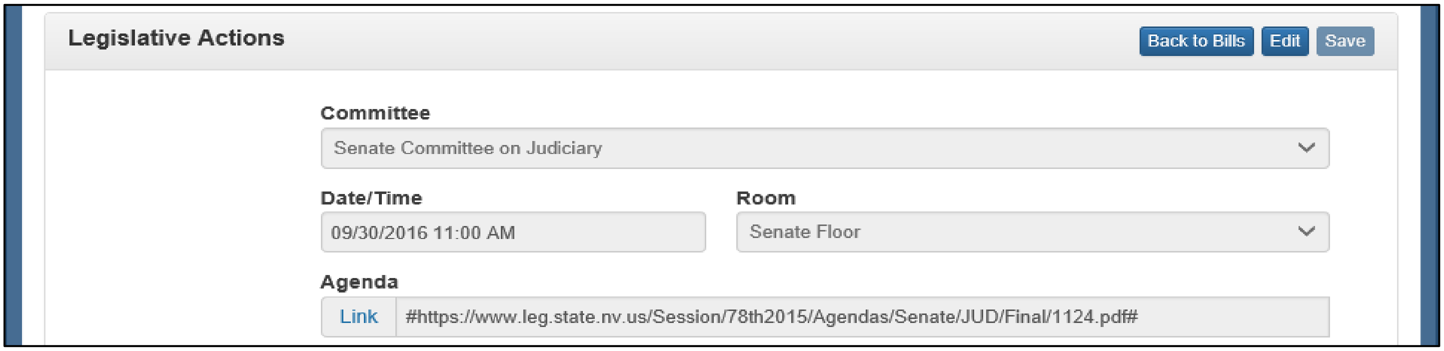
Add Document: Click the Add Document button to upload Testimony forms.

> ***Note****: Documents cannot be uploaded if the screen is in* ***Edit*** *mode.*

If the Testimony Received or Testimony Sent Date fields are populated and documents are not uploaded, an email is sent to Users with the Legislative Liaison (L) role and will be present the next time those users sign into the system.

> ***Note:*** *If the documents are uploaded prior to them signing on the email will not be sent.*

4.2.1.4 Legislative Actions



The User can review and edit the Legislative Actions and create a document view Link to the most current Bill Agenda.

Committee: Select the committee who will be hearing the Bill.

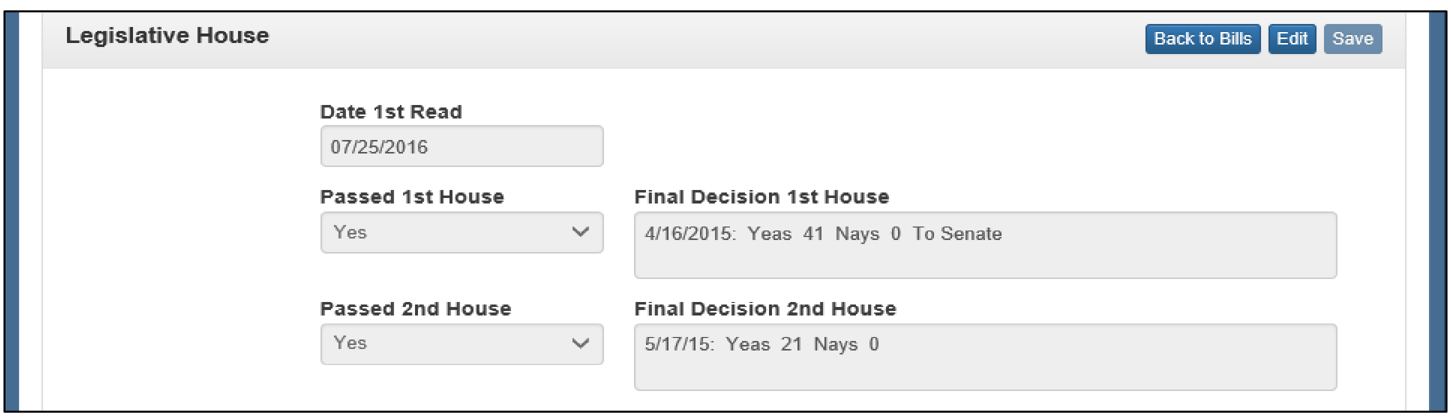
Date/Time: Select the date and time of the hearing for the bill.

Room: Select the room where the hearing will be held.

Agenda: Copy the link from NELIS for the most current meeting agenda.

4.2.1.5 Legislative House

The User can review and Edit the Legislative House information.



Date 1st Read: Enter the date the Bill was 1st read.

Passed 1st House: Select whether the Bill passed the 1st House.

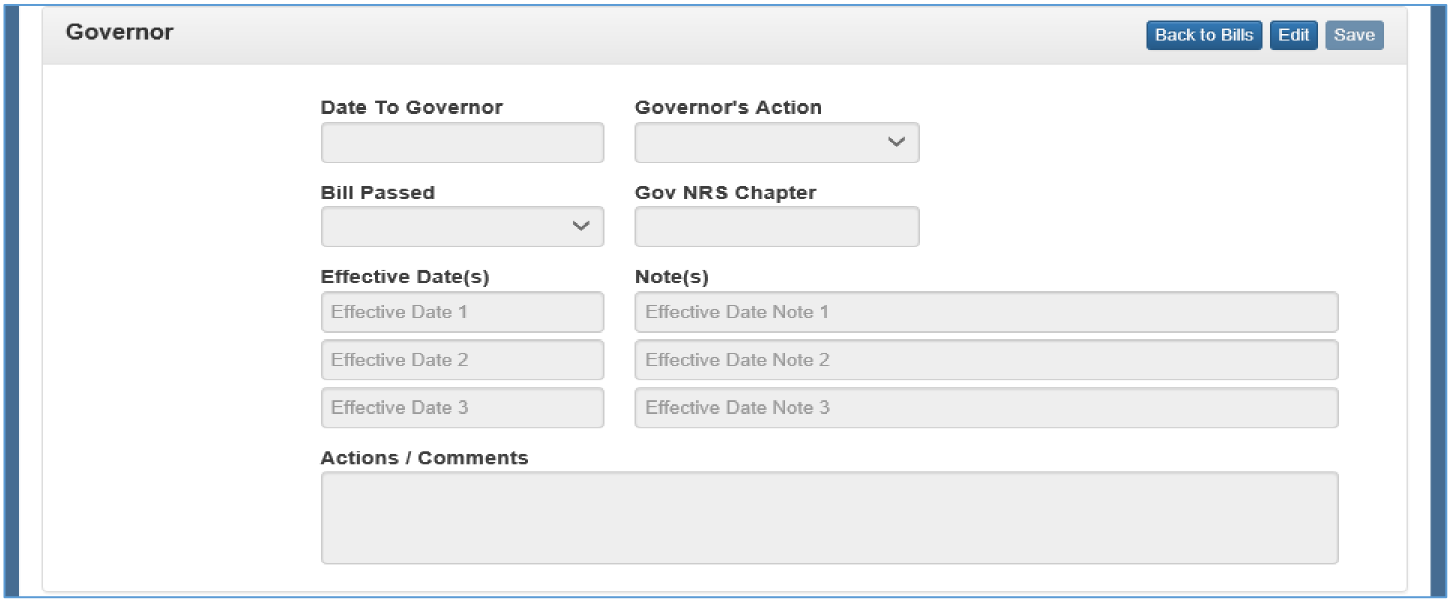
Final Decision 1st House: Enter the final decision of the 1st House.

Passed Second House: Indicate whether the Bill passed the 2nd House.

Final Decision Second House: Enter the final decision of the 2nd House.

4.2.1.6 Governor

The User can review and Edit the Governor Information.



Date to Governor: Enter the date the Bill was sent to the Governor's Office

Governor's Action: Select the action taken by the Governor; Approved, None or Rejected.

Bill Passed: Enter if the Bill was passed or vetoed by the Governor; Yes or No.

Effective Date(s): If the Bill was passed by the Governor, enter the date(s) the Bill becomes effective.

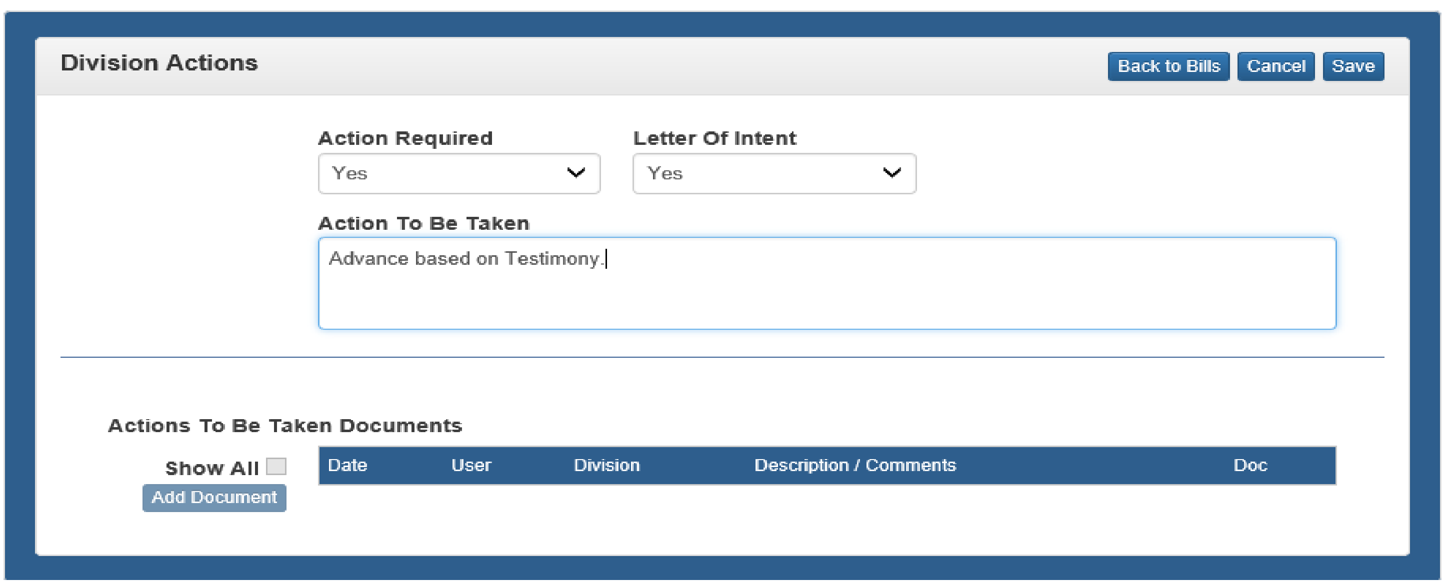
Note(s): Enter a Note associated with the Bill/Effective Date.

Gov NRS Chapter: Enter the applicable NRS associated to the Bill.

Actions / Comments: Enter any applicable Actions or Comments associated with this Bill.

4.2.1.7 Division Actions

This section is used to capture all comments and documents related to the **Actions to be Taken** as listed under the Governor section.



Action Required: Select whether the Action is Required; Yes or No.

Letter of Intent: Select whether there is a Letter of Intent; Yes or No.

Action To Be Taken: Enter a description of the Action To Be Taken.

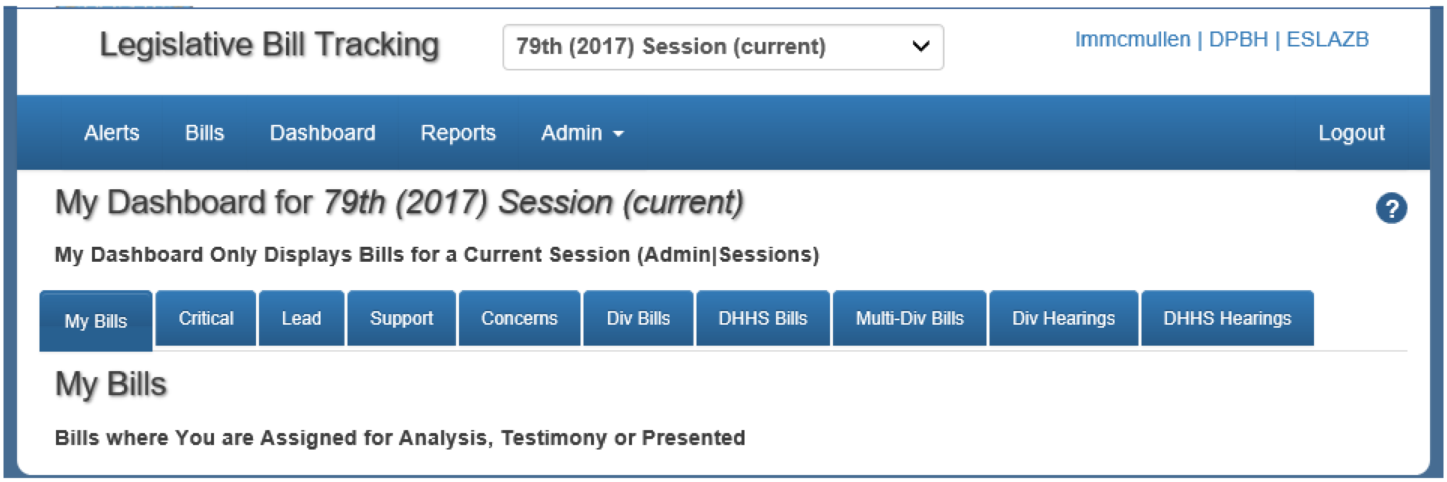
Action To Be Taken Documents: Click the Show All checkbox to Show All documents.

Add Document: Click the Add Document button to add an Actions To Be Taken Document.

5 Dashboard

The Dashboard page displays a list of Bills with various statuses, as seen in Figure 4.0.1. These lists are within a series of labeled Tabs and include subtitles that describe how each list was compiled. Tabs are navigated by clicking each Tab for; My Bills, Critical, Lead, Support, Concerns, Division Bills and Department Bills, All Hearings, and Multi-Division Bills.

The Dashboard page displays information for the current Session only (regardless of what is selected in the Legislative Session field). These lists are constantly updated as bill information changes. The Dashboard Tabs grids are refreshed with the most current bill information each time a Dashboard Tab is clicked.



Currently, the Dashboard Tabs include:

- **My Bills**
  - Bills that have been Assigned to **You** to provide the analysis, testimony or expected to testify.
- **Critical**
  - Bills that have been identified as Critical and **Your Division** is Lead, Second, Third or Fourth.
- **Lead**
  - Bills where **Your Division** as the Lead Agency.
- **Support**
  - Bills where **Your Division** is in support.
- **Concerns**
  - Bills where **Your Division** has concerns.
- **Div Bills**
  - Bills where **Your Division** has been assigned as Lead, Second, Third or Fourth.

- **DHHS Bills**
  - Bills which the **Department** is tracking.

- **Multi-Div Bills**
  - Bills for which more than one **Division** has assigned action.

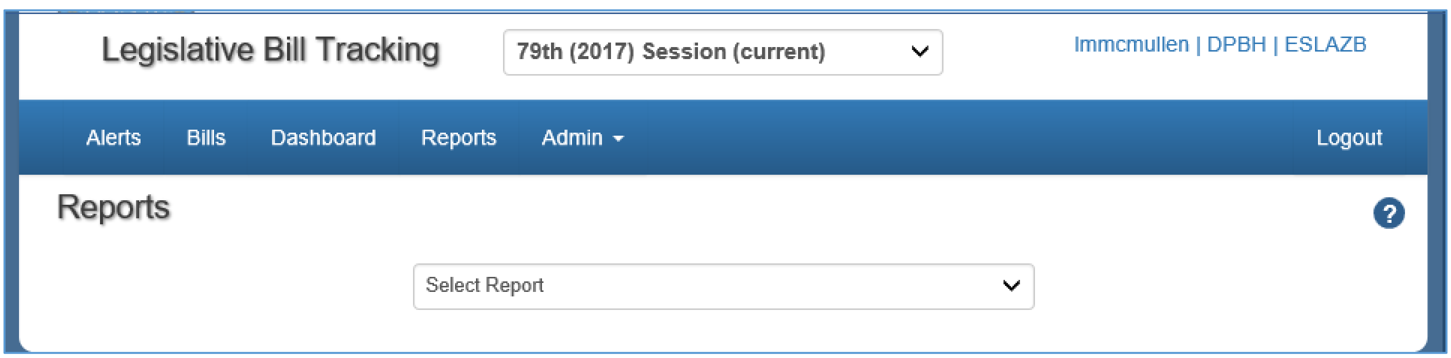
    *Note: The action listed is the action required by **Your Division**. This field may be blank if no action has been noted for **Your Division**.*

- **Div Hearings**
  - Bills assigned to the **Your Division** which have hearings scheduled.
    - *The default display is in chronological order by date and time.*

- **DHHS Hearings**
  - **All DHHS Bills** which have hearings scheduled.
    - *The default display is in chronological order by date and time.*

6 Reports

The Reports page displays the results of pre-built queries in a Grid. All reports utilize the timeframe for the Session that is displayed in the Session selector above the Menu bar. Each Report automatically refreshes the data any time the Session Selector is changed.



To access the data, you must select one of the available reports. Once selected the data will be refreshed and displayed. You can export the data into an Excel workbook by selecting the **Export to Excel** button.

Currently, the following reports are available:

- **Agency Action Required**
  - Lists all the Bills where Agency Action is **Yes** and can be filtered by All or selected Division.

- **ALSR Not Received**
  - All Bills where the ALSR Due Date has passed, but the ALSR has not been received and can be filtered by All or selected Division.

- **BDRs without Bill Numbers**
  - Lists all the BDRs that have not been assigned Bill Numbers

- **Bill Actions to be Take**
    - Lists all the Bills where action is required as noted in the **Action to be Taken** section under **Bill Details/Governor section**.

- **Emails Sent**
    - Lists of all system emails that have been sent and can be filtered by Bill Number and/or Recipient.

      Note: *The list of Users is based upon all active DHHS Users.*

- **Fiscal Impact**
    - Lists all Bills that have a fiscal impact and can be filtered by All or selected Division.
- **Hearings Upcoming**
    - Lists all of the Hearings Upcoming and can be filtered by All or selected Divisions.

- **Letters of Intent**
    - Lists all the Bills that have a Letter of Intent required and can be filtered by All or selected Division.

- **Links Missing**
    - All Bills where on or more of the links to view the actual Bill documents are not entered in the Bill Details screen. This includes the Bill, Amendment, Amended Bill and Agenda link fields.

- **Pending DO Approval**
    - All ALSR and Testimony forms that have been submitted to the Director's Office, waiting to be approved or rejected, and can be filtered by Division, ALSR or Testimony.

      Note*: The ALSR or Testimony Sent fields are completed but the Revision Requested or Approved checkboxes are blank.*

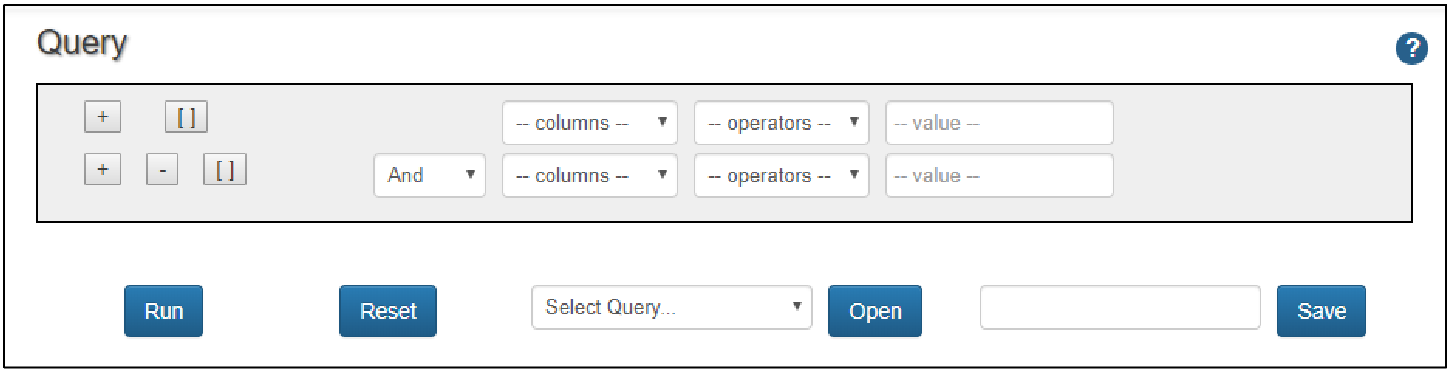
- **Testimony Not Received**
    - All Bills where the Testimony Due Date has passed, but the Testimony has not been received, and can be filtered by All or selected Division.

      Note*: The Testimony Received field in the Bill Details is blank.*

7 Query

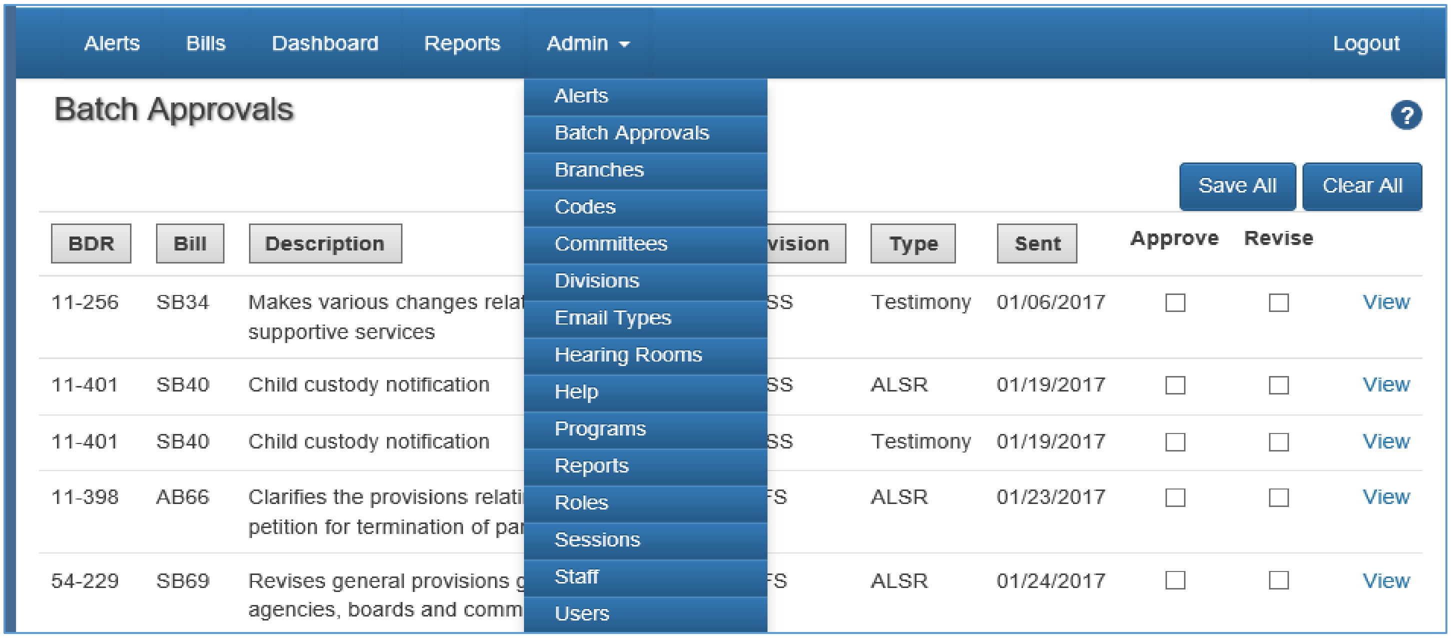
The Query page is an Ad-Hoc Query Builder that allows running Ad-Hoc Reports against the LBT database.

- Each field that can be queried is listed in the (-- columns --) drop-down list.
- Several Operators are listed in the (– operators --) drop-down list.
- The Value(s) for your query can be entered in the (– value --) textbox.
- (+) button will add criteria
- (-) button will remove criteria
- ([]) button will allow you to group criteria
- Run button will perform the Query and display results
- Reset button will clear all criteria
- The Export To Excel button will download an Excel file including all records from all pages of the Query results



8 Admin

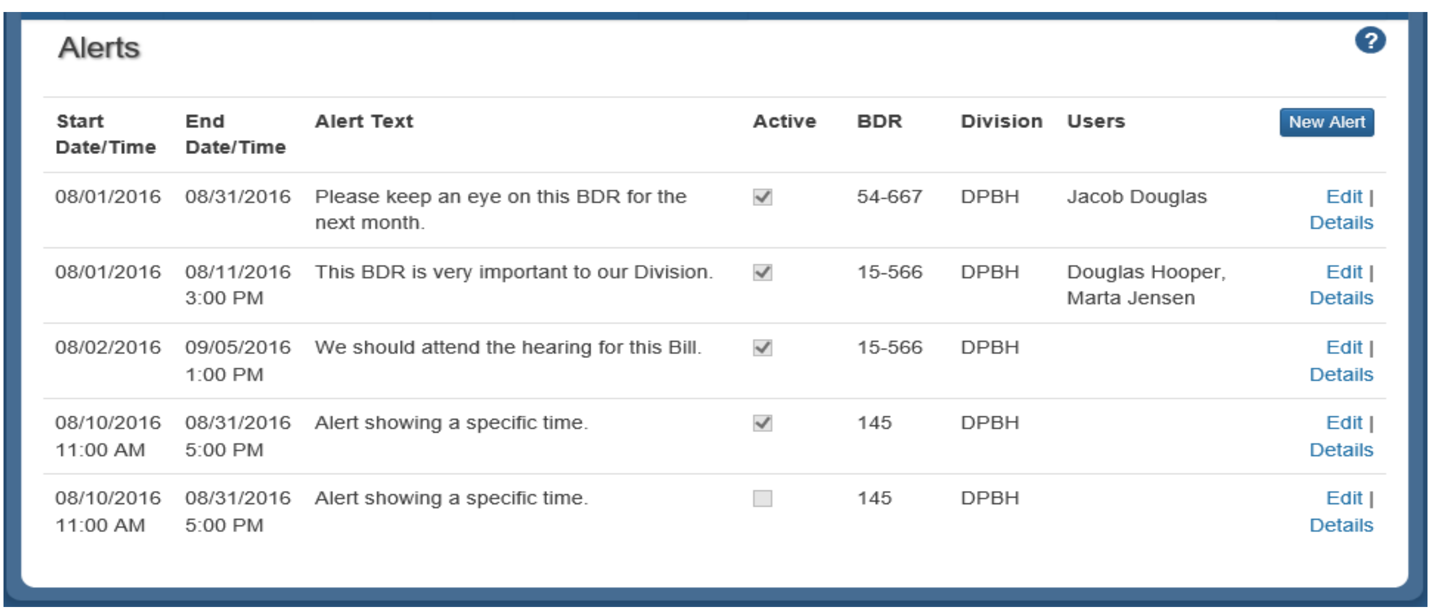
All Admin pages contained under the Admin dropdown (Alerts, Branches, Codes, Committees, Divisions, Email Types, Hearing Rooms, Help, Programs, Reports, Roles, Sessions, Staff, and Users), provide a consistent look and functionality across all maintenance pages (List, View, Edit, Details, New).



Admin pages are shown/hidden based on [Roles](). Typically, they are hidden for the Employee Role and shown for Admin Roles. See [Roles]() for specific access rules.

8.1 Alerts

Admin | Alerts can be Added (New), Edited (Changed) and Viewed (Details) by clicking the applicable button or link for [Manual Alerts]() that will display on the Alerts page of Users assigned to that Bill. Manual Alerts can be created by any role other than Employee since that role has **View only** access. This page allows you to create an Alert with Text and a Start and End Date. The Alert will be shown on the Alerts page during the entirety of the Start and End Date range. Additionally, the Alert can be filtered to be displayed for specific Divisions and Users.

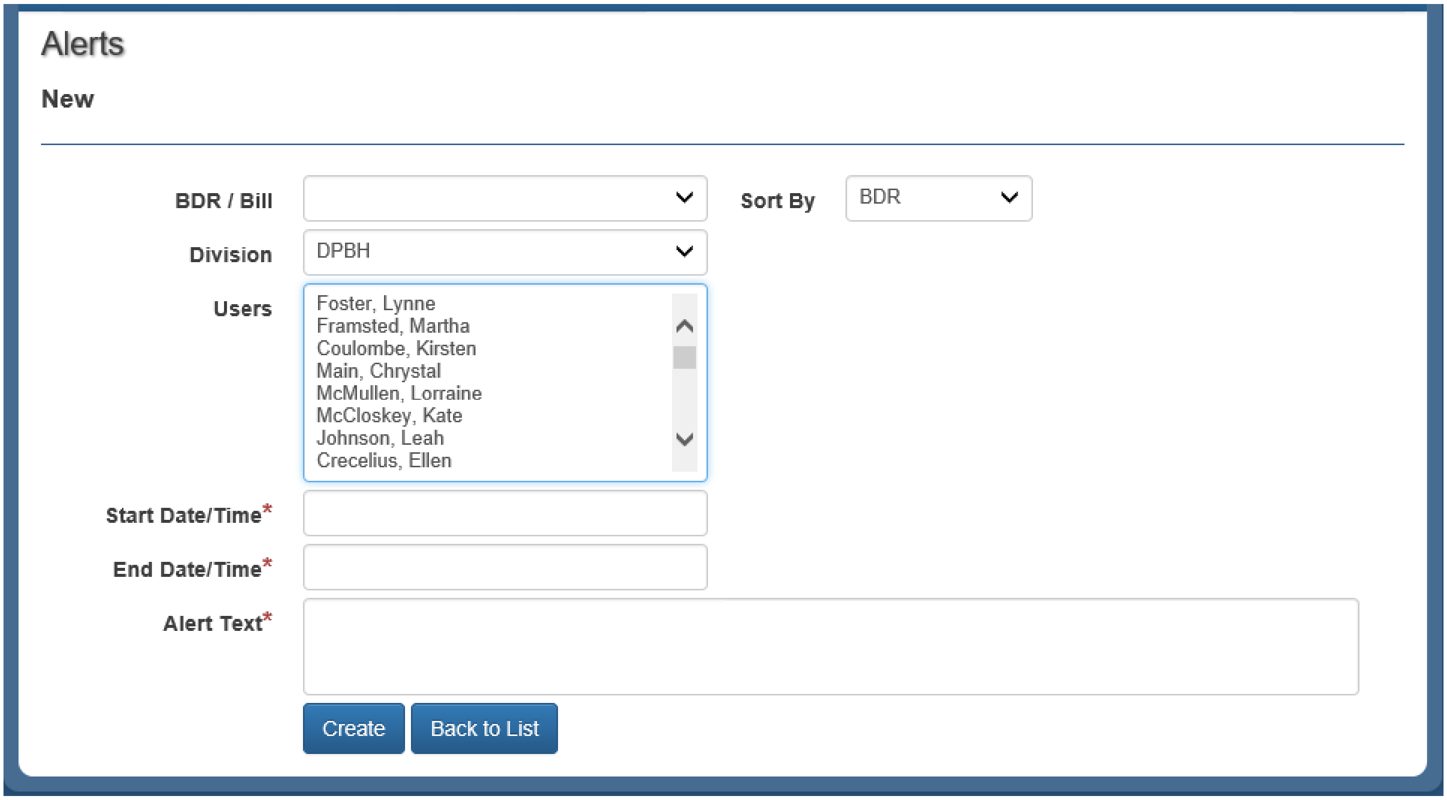


8.1.1 Add, Edit or View an Alert

New Alert: Click this button to add a New Alert.

Edit: Click the Edit link to view or change an existing Alert.

Details: Click the Details link to display the Alert Details screen in **View only** mode.



BDR / Bill: The BDR / Bill dropdowns display both the BDR number and the corresponding Bill number. Select the applicable BDR/Bill.

Sort By: Select how you would like to view the list of BDRs/Bills. Changing the sort order can assist with finding and selecting the appropriate bill more efficiently.

Division: The default is Users Division, the User can change it if the Alert is for Users outside their Division.

Users: Select one or more Users to see the Alert. Multiple Users are selected by using a mouse click in conjunction with the Ctrl or Shift key, standard Microsoft Windows functionality. If a User is not specified, the Alert will be displayed to all Users in the selected Division.

Start Date/Time* *(Mandatory)*: Select from the calendar the Start Date you want the Alert to begin. Once you select the Start Date, click on the clock icon to select the Alert Start Time.

End Date/Time* *(Mandatory)*: Select from the calendar the Stop Date you want the Alert to stop. Once you select the Stop Date, click on the clock icon and select the Alert Stop Time.

Alert Text* *(Mandatory)*: Enter the text to describe this Alert.

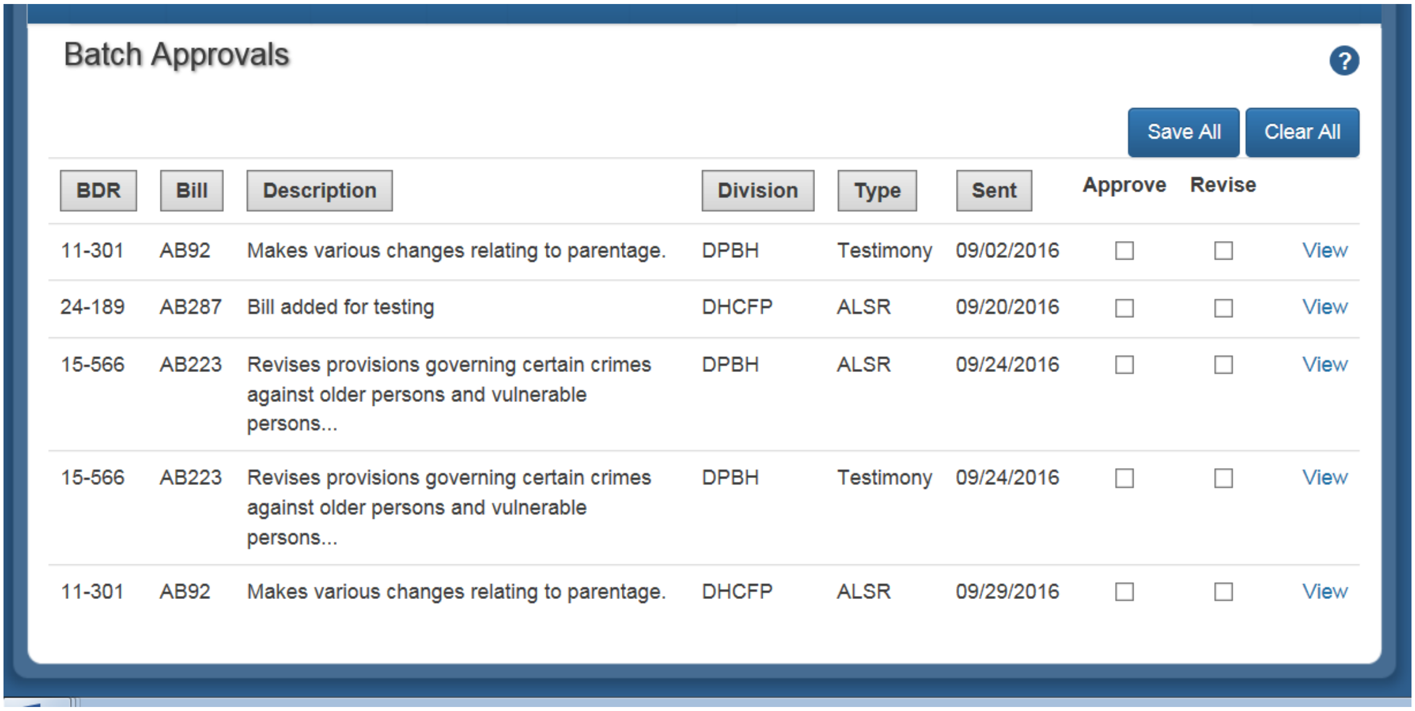
Save: When the User is done Editing the Alert, click the Save button to saves changes.

Create (New Alert): Click this button to Create the New Alert information and return to the Alerts screen.

Back to List: Clicking this button returns you to the Alerts screen without saving any changes.

8.2 Batch Approvals

The Director's Office staff can approve an ALSR or Testimony document, singularly or in mass, by clicking the Approve checkbox for the ALSR or Testimony on the Batch Approvals screen.


Batch Approvals

Save All | Clear All

BDR	Bill	Description	Division	Type	Sent	Approve	Revise	
11-301	AB92	Makes various changes relating to parentage.	DPBH	Testimony	09/02/2016	☐	☐	View
24-189	AB287	Bill added for testing	DHCFP	ALSR	09/20/2016	☐	☐	View
15-566	AB223	Revises provisions governing certain crimes against older persons and vulnerable persons...	DPBH	ALSR	09/24/2016	☐	☐	View
15-566	AB223	Revises provisions governing certain crimes against older persons and vulnerable persons...	DPBH	Testimony	09/24/2016	☐	☐	View
11-301	AB92	Makes various changes relating to parentage.	DHCFP	ALSR	09/29/2016	☐	☐	View

BDR: The BDR number associated to Bill.

Bill: The Bill Number

Description: The Bill description

Division: The Division who submitted the form for approval.

Type: The Type of Form submitted; ALSR or Testimony.

Sent: The date the ALSR or Testimony was sent to the Director's Office.

Approve: Select the checkbox if you are approving the form as submitted.

> ***Note:*** *When an ALSR is approved, the DHHS Approved checkbox and the system date is entered on the Bill Details/Division Analysis section and an email is sent to the Legislative Liaison and the User assigned to the ALSR. When Testimony is approved, the DHHS Approved checkbox and the system date is entered on the Bill Details – Division Testimony section and an email is sent to the Legislative Liaison, the User assigned to the Testimony as well as the User assigned to the Testimony Presented By.*

Revise: Select this checkbox is you are requesting a revision to the ALSR or Testimony.

> ***Note:*** *When an ALSR is approved, the DHHS Revise checkbox and the system date is entered on the Bill Details/Division Analysis section and an email is sent to the Legislative Liaison and the User assigned to the ALSR. When Testimony is approved, the DHHS Revise checkbox and the system date is entered on the Bill Details – Division Testimony section and an email is sent to the Legislative Liaison, the User assigned to the Testimony as well as the User assigned to the Testimony Presented By.*

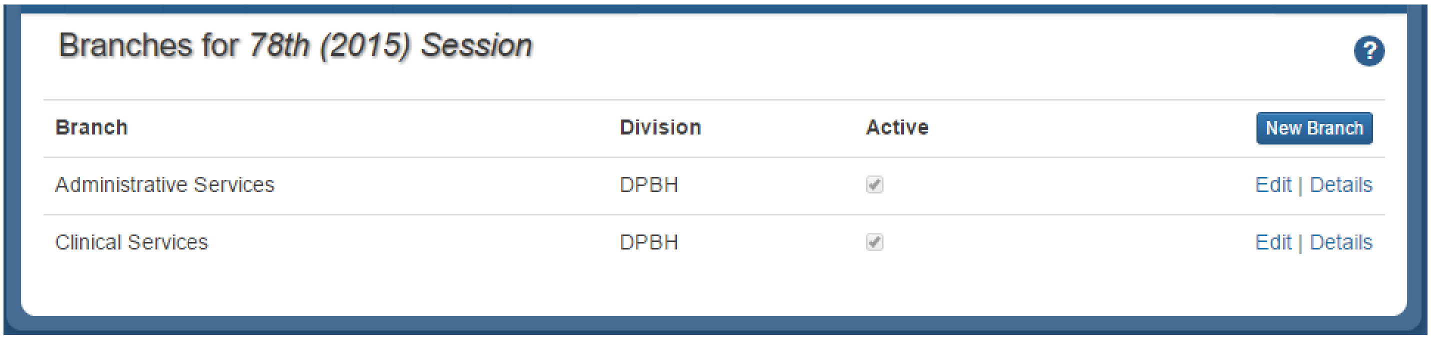
View: Click this link if you wish to view the document. The link will take you to the Bill Details page where you can select the applicable document.

Save All: By clicking this button the system will approve or reject (request revision) for all the items that have been marked. The applicable fields in the Bill Details screen will be updated and the applicable emails will be generated.

Clear All: By clicking this button, the system will remove all checkmarks on the screen.

8.3 Branches

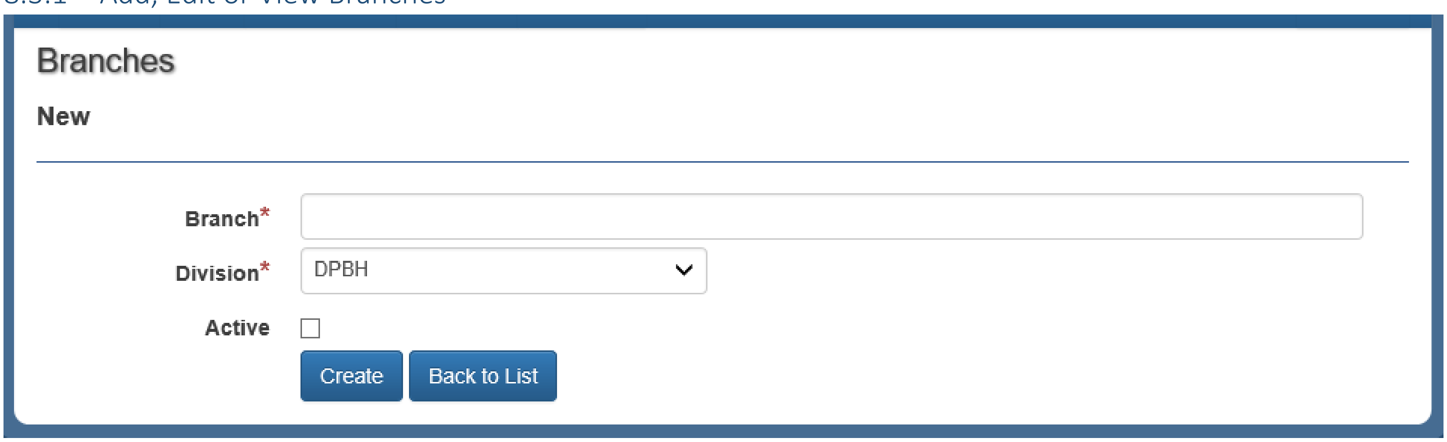
Admin | Branches can be Added (New), Edited (Changed) and Viewed (Details) by clicking the applicable button or link. The User's home Division is used to filter the Branches that are displayed and editable. Branches are sorted by Division and then Branch. Branches are specified for each Session (based on the Session selector in the page header) and each Division.



If the Branch list is empty for a specific Session, a ***Copy from Previous Session*** button appears. This will copy all **Active Branches** (and all settings for these Branches) from the **Previous Session** to the **Current Session** and refresh the page. The Branch information is copied from the session marked as **Previous Session** in the Admin | Sessions page.

> ***Note**: When a User enters the Admin | Branch page in Edit mode, it will disable the Session drop-down list. This keeps the Session from being changed while data is being edited.*

8.3.1 Add, Edit or View Branches



Branch* *(Mandatory)*: Enter or edit the name of the Branch.

Division* *(Mandatory)*: Defaults to the User's assigned Division. Depending on the User's role, the Division can be changed.

Active: Select to make the Branch Active within the Division.

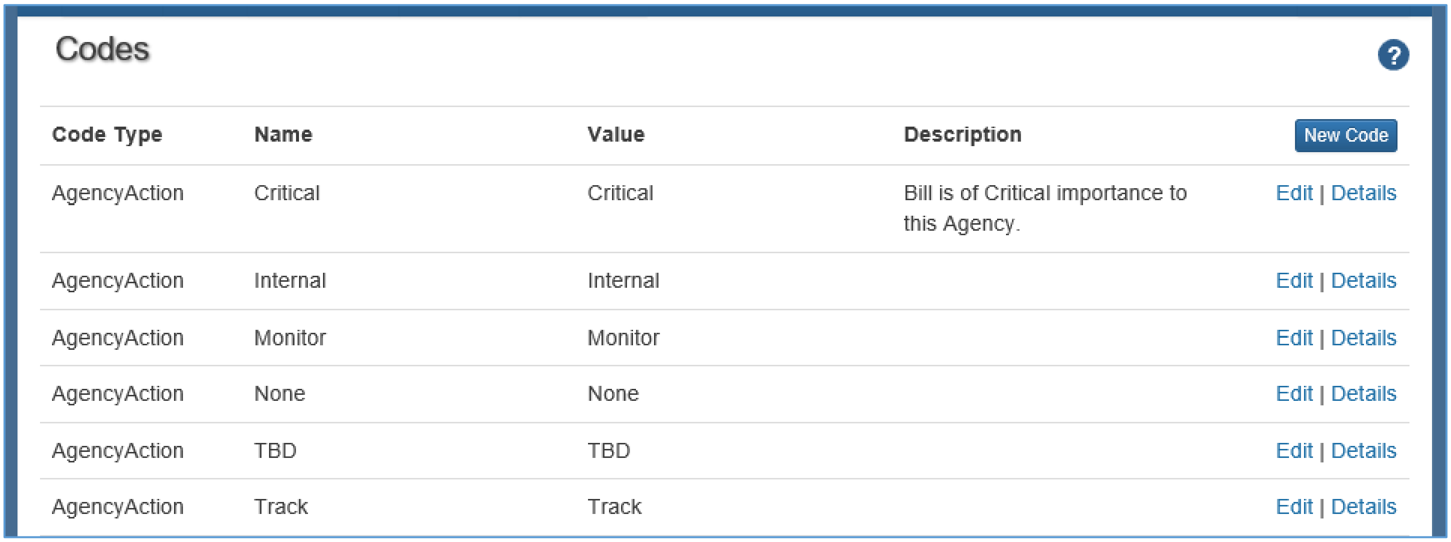
Save: When the User is done Editing the Branch, click the Save button to saves changes.

Create (New Branch): Click this button to Create the New Branch information and return to the Branches screen.

Back to List: Clicking this button returns you to the Branches screen without saving any changes.

8.4 Codes

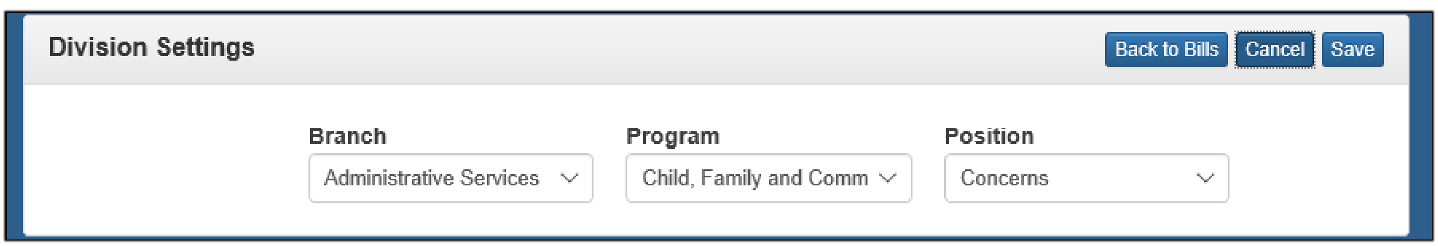
Admin | Codes allows the User to add selection items to specific drop-down lists contained under the Bill Information.


Codes

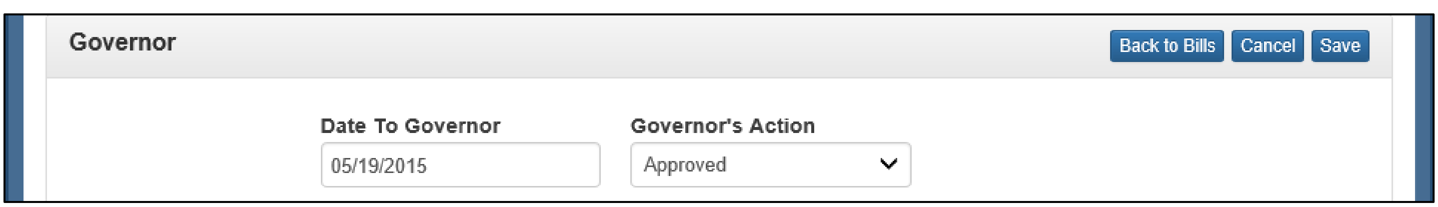
Code Type	Name	Value	Description	New Code
AgencyAction	Critical	Critical	Bill is of Critical importance to this Agency.	Edit | Details
AgencyAction	Internal	Internal		Edit | Details
AgencyAction	Monitor	Monitor		Edit | Details
AgencyAction	None	None		Edit | Details
AgencyAction	TBD	TBD		Edit | Details
AgencyAction	Track	Track		Edit | Details

The following Bill Information selection dropdowns can be updated:

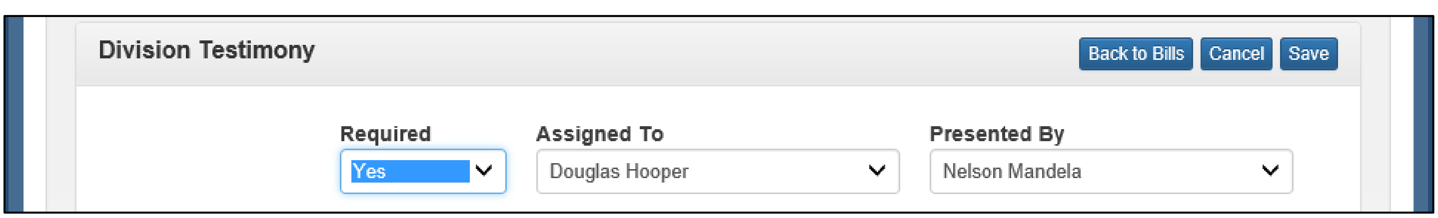
Division Settings Position: Provides the selections for Branch, Program and Position for the Division.



Governor Action: Provides the selection for Governor's Action.



Testimony Required: Provides the selections for Required, Assigned To, and Presented By.



Admin | Codes also allows maintenance of the applications Global Settings, such as Email, Copyright and Log File.

Settings	BillTrackingEmailAddressCC	lwmediaco@gmail.com		Edit | Details
Settings	BillTrackingEmailAddressFROM	dhooper@health.nv.gov		Edit | Details
Settings	ConnectionString		This Value is read from the Web.config file	Edit | Details
Settings	Copyright	2016		Edit | Details
Settings	CopyrightName	- State of Nevada - Department of Health and Human Services		Edit | Details

Important: Exercise extreme caution when adding or modifying Global Code Settings for this application. Incorrectly changing one of these Global Code Settings could disable functions across the application. For example, if the Email Settings were incorrectly changed, the application would be unable to send Emails.

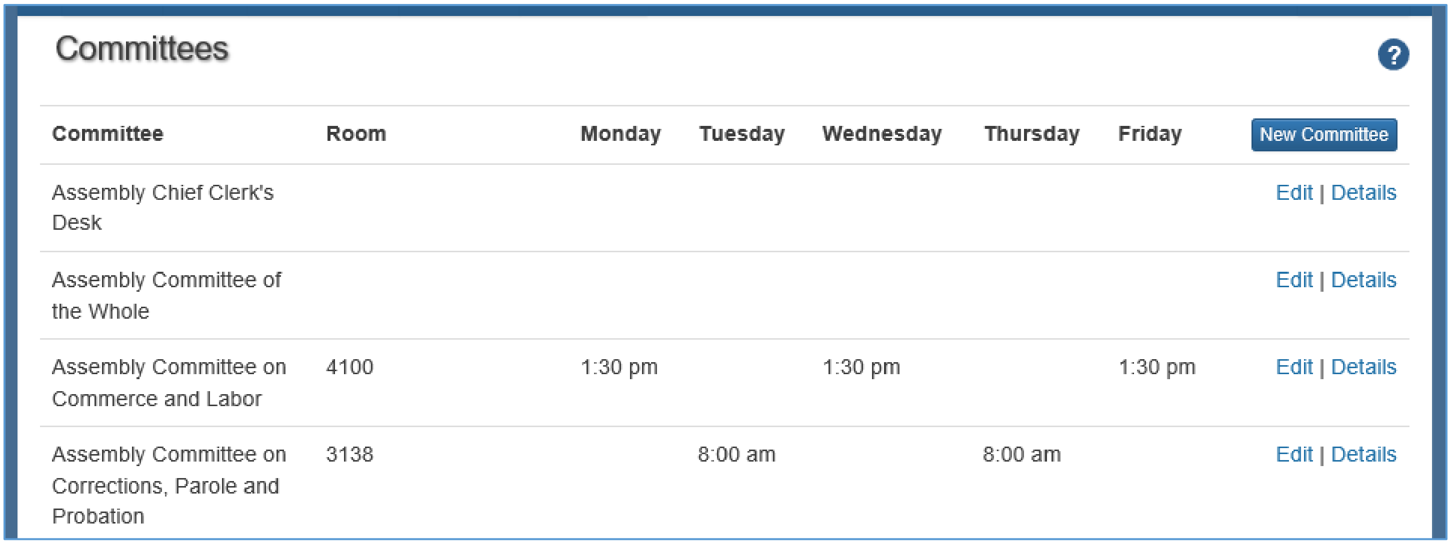
Currently, application settings are as follows:

- BillTrackingEmailAddressCC
- BillTrackingEmailAddressFROM
- Copyright
- CopyrightName
- DateFormat
- DomainContainer
- DomainName
- DomainUserName
- DomainUserPassword
- LogFile
- UserNameDomainPrefix

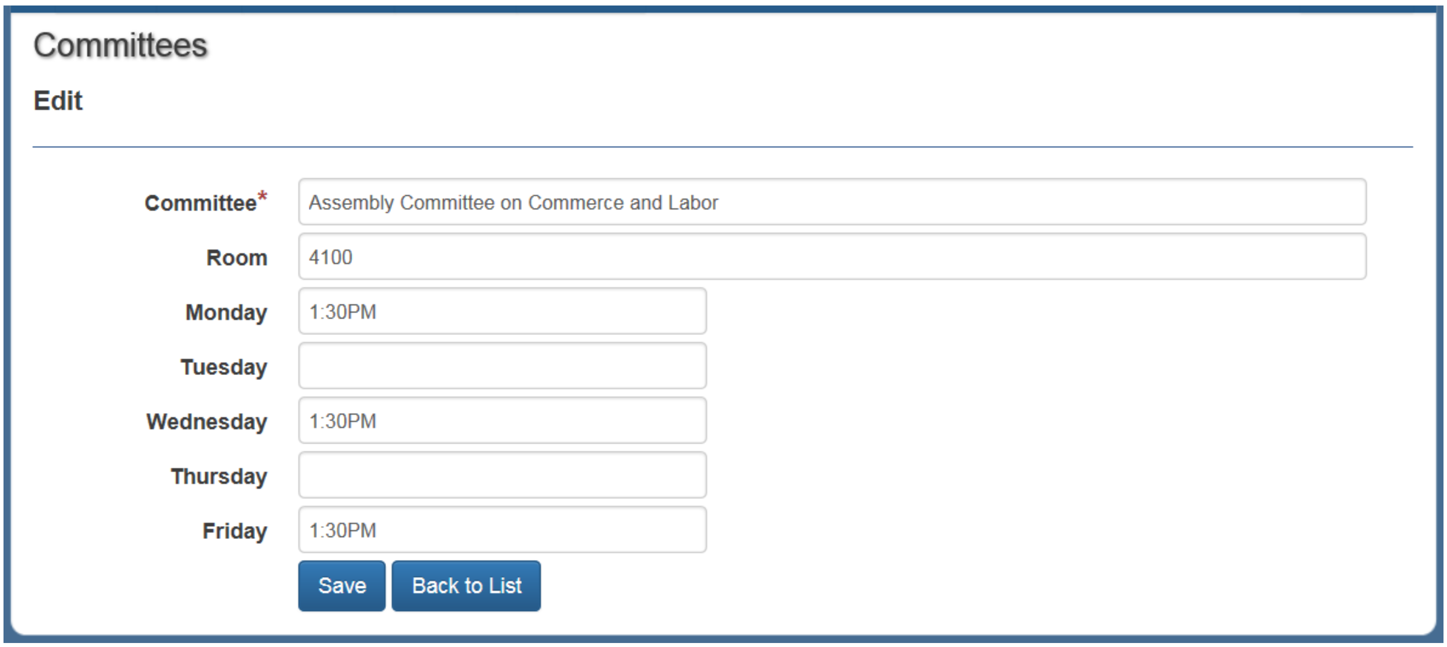
The database ConnectionString is set within the Web.config file. When moving the application database to another server, this Setting must be properly modified.

8.5 Committees

Admin | Committees can be Added (New), Edited (Changed) and Viewed (Details) by clicking the applicable button or link.



8.5.1 Add, Edit or View Committees



Committee* *(Mandatory)*: Enter the name of the Legislative Committee.

Room: Enter the Room Number where the Committee usually meets.

Weekday: For each applicable day, enter the Time of Day that meetings start.

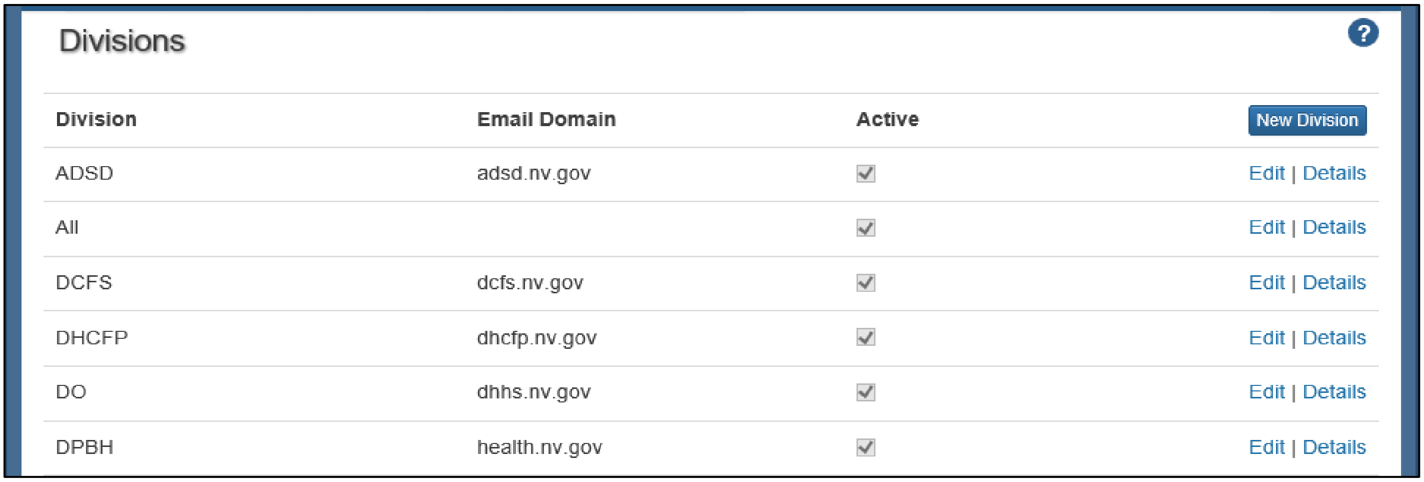
Save: Clicking this button Saves any changes and returns you to the Committees screen.

Create (New Committee): Click this button to Create the New Committee information and return to the Committee's screen.

Back to List: Clicking this button returns you to the Committees screen without saving any changes.

8.6 Divisions

Admin | Divisions can be Added (New) Edited (Changed) and Viewed (Details) by clicking the applicable button or link.

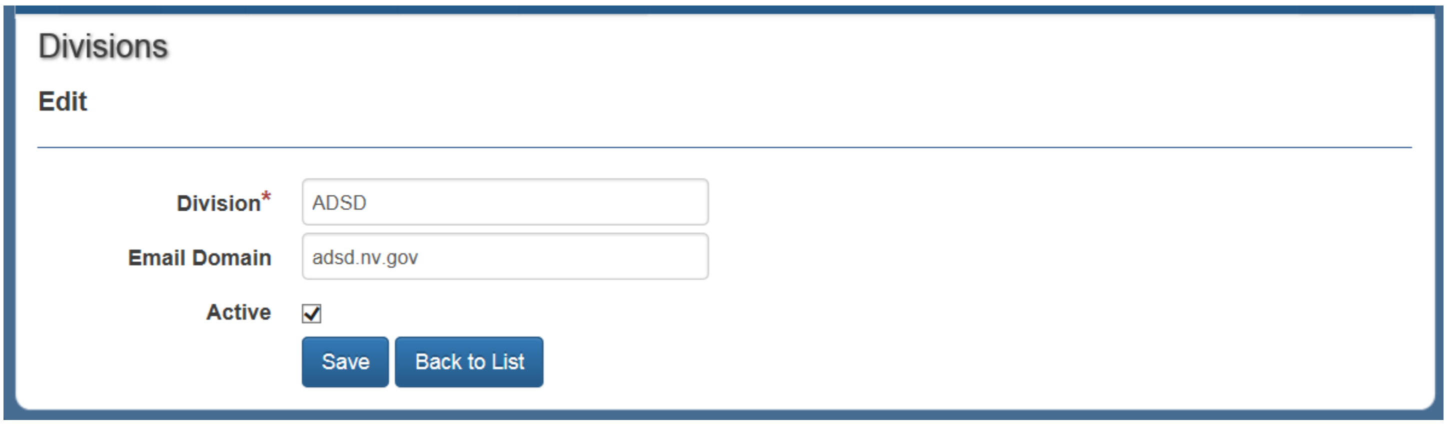


Divisions

Division	Email Domain	Active	New Division
ADSD	adsd.nv.gov	☑	Edit | Details
All		☑	Edit | Details
DCFS	dcfs.nv.gov	☑	Edit | Details
DHCFP	dhcfp.nv.gov	☑	Edit | Details
DO	dhhs.nv.gov	☑	Edit | Details
DPBH	health.nv.gov	☑	Edit | Details

Note: *The Division entry labeled* ***All*** *is setup to Alert and Email* *<u>All Divisions</u>.*

8.6.1 Add or Edit Divisions



Division* *(Mandatory)*: Edit the name of the Division.

> ***Note****: When the* ***All*** *option is selected from the dropdown,* ***Emails*** *and* ***Alerts*** *will be issued to* ***<u>All</u> Divisions****. For example; if a User selects All as the Division in a Manual Alert, all assigned Users under the selected Bill would see this Alert when they log into the Legislative Bill Tracking application.*

Email Domain: **Do not** populate the Email Domain field for this Division, this field must remain empty.

Active: Select if the Division is Active under the Department of Health and Human Services.

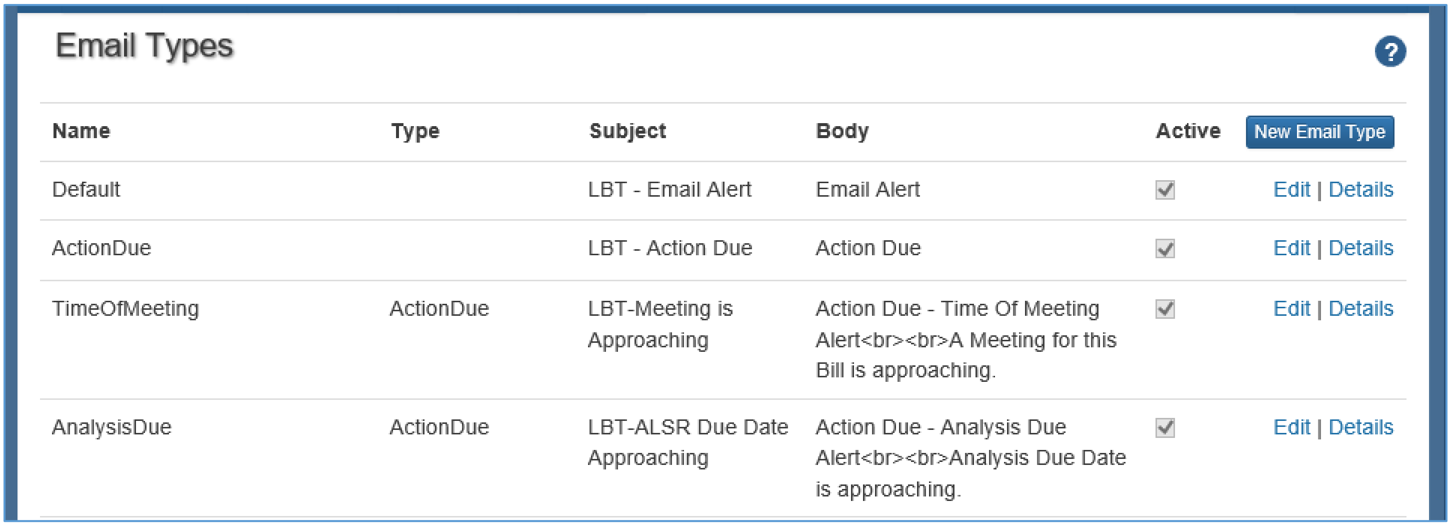
Save: Clicking this button saves any changes and returns you to the Divisions screen.

Create (New Division): Click this button to Create the New Division information and return to the Divisions screen.

Back to List: Clicking this button returns you to the Divisions screen without saving any changes.

8.7 Email Types

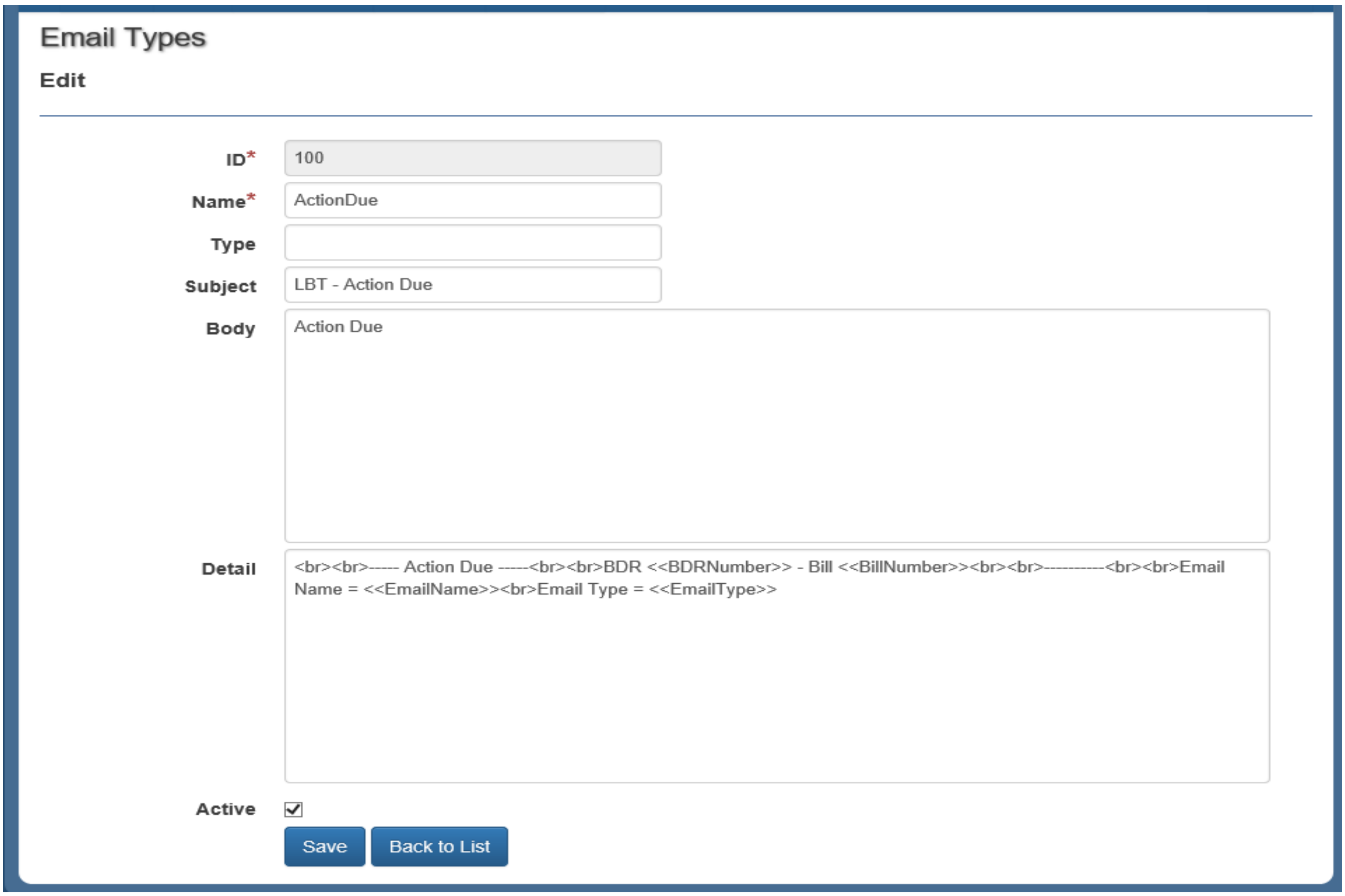
This is a list of the emails that are currently generated by the system. Email notifications can be Added (New), Edited (Changed) and Viewed (Details) by clicking the applicable button or link.



Email Types

Name	Type	Subject	Body	Active	New Email Type
Default		LBT - Email Alert	Email Alert	☑	Edit | Details
ActionDue		LBT - Action Due	Action Due	☑	Edit | Details
TimeOfMeeting	ActionDue	LBT-Meeting is Approaching	Action Due - Time Of Meeting Alert A Meeting for this Bill is approaching.	☑	Edit | Details
AnalysisDue	ActionDue	LBT-ALSR Due Date Approaching	Action Due - Analysis Due Alert Analysis Due Date is approaching.	☑	Edit | Details

8.7.1 Add, Edit or View Email Types

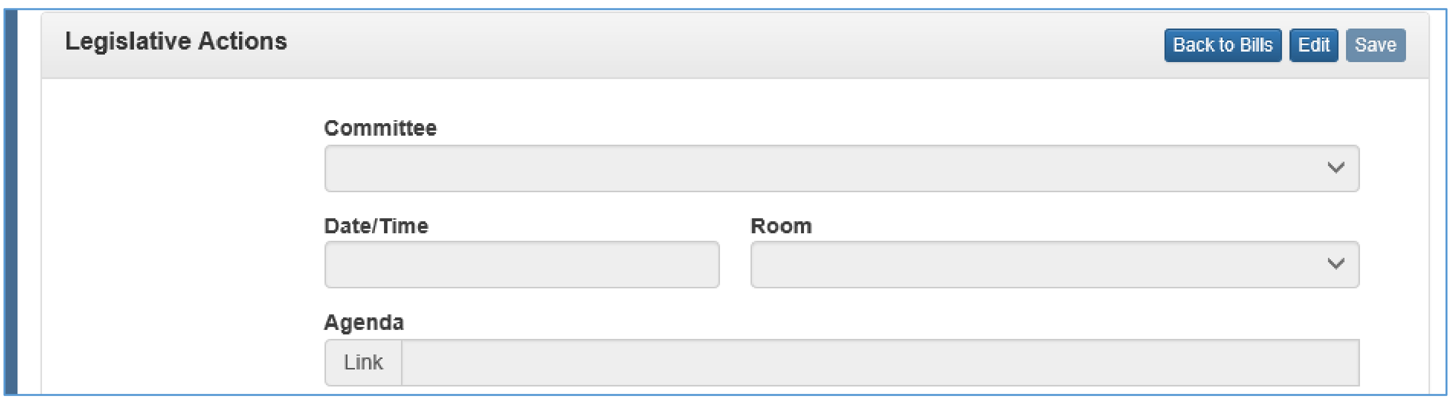


8.8 Hearing Rooms

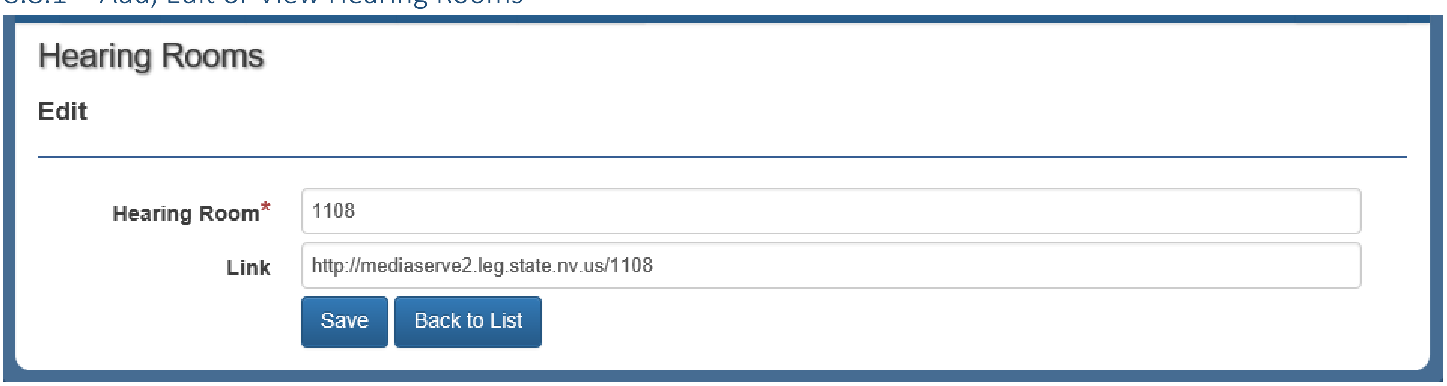
Admin | Hearing Rooms allows the User to Add (New), Edit (Change) and View (Details) Hearing Rooms. The Hearing Room number is assigned here along with the internet link to access that room.

This information is used in the Legislative Actions section of the Bill Details screen.

Legislative Actions: Provides the selection for Legislative Actions Agenda Link.



8.8.1 Add, Edit or View Hearing Rooms



Hearing Room* *(Mandatory)*: Enter the room number for the hearing room at the Legislative Building.

Link: Copy and paste the link from NELIS for the hearing room.

Save: Clicking this button Saves any changes and returns you to the Hearing Rooms screen.

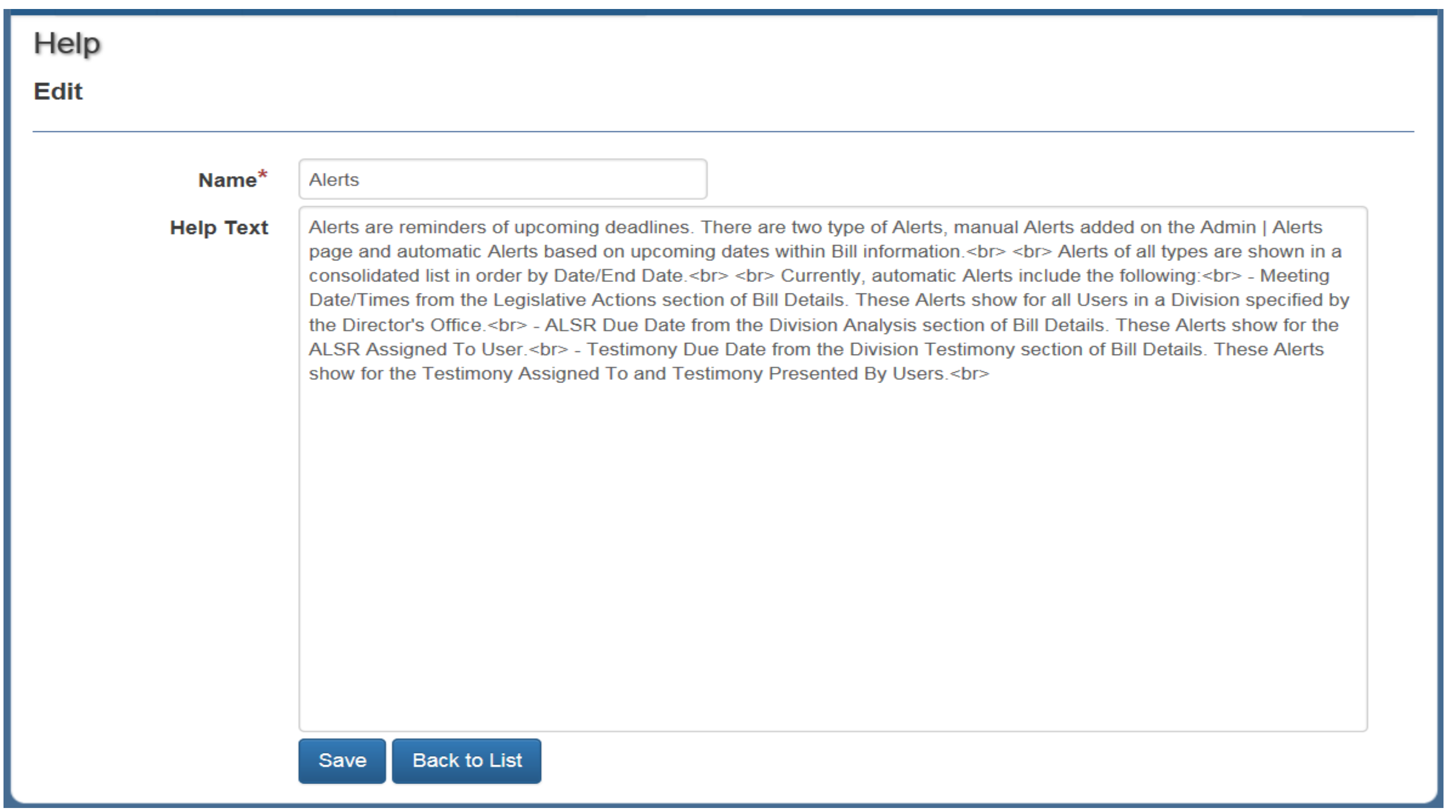
Create (New Hearing Room): Click this button to Create the New Hearing Room information and return to the Hearing Rooms screen.

Back to List: Clicking this button returns you to the Hearing Rooms screen without saving any changes.

8.9 Help

Admin | Help allows the User to Add (New), Edit (Change) or View (Details) for Help (?).

Help is divided into seven (7) sections and each section can be customized for the User process. Displayed above are Admin Help, Admin Reports and Alerts. Each Help section allows the User to edit the Help Name and Help Text. The Help text is formatted to control where in the application the Help Tip is displayed. For example; modifying the Alerts Help Text will change what is displayed for Help on the Alerts page.



Only users with the role of Agency (Division) Administrator (A) and Department Administrator (D) can access to the Help Edit option or make modifications. The Help sections that can be Created and/or Edited are listed below.

- Admin Alerts
- Admin Branches
- Admin Codes
- Admin Committees
- Admin Divisions
- Admin Hearing Rooms
- Admin Help
- Admin Programs
- Admin Reports
- Admin Roles
- Admin Sessions
- Admin Staff
- Admin Users
- Alerts
- Bills
- Bill Details
- Dashboard
- Emails
- Reports

8.10 Programs

Admin | Programs allows the User to Add (New), Edit (Change) and View (Details) Division Programs. The User's home Division is used to filter the Programs that are displayed and Editable.

Programs for *78th (2015) Session*

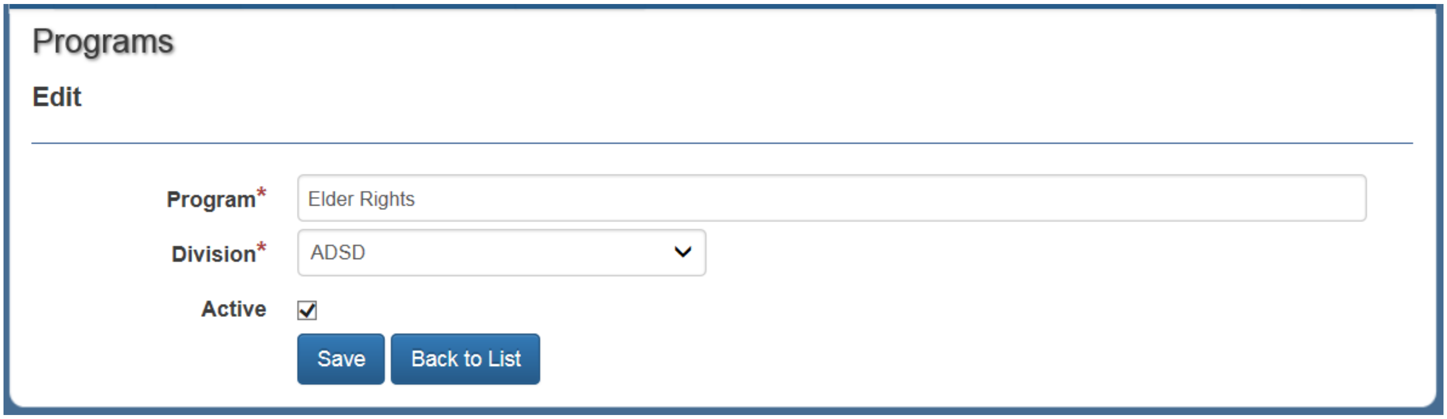
Program	Division	Active	New Program
Child, Family and Comm Wellness	DPBH	✓	Edit | Details
Emergency Medical Systems	DPBH	✓	Edit | Details
HCQC-All	DPBH	✓	Edit | Details
HCQC-Child Care Licensing	DPBH	✓	Edit | Details
HCQC-Facility Licensing	DPBH	✓	Edit | Details
Lake's Crossing	DPBH	✓	Edit | Details
NNAMHS	DPBH	✓	Edit | Details

Programs are specified for each Session (based on the **Session** selector in the page header) and each Division. The Program and Division fields are required as indicated by red asterisks.

If the Program list is empty for a specific Session, a *Copy from Previous Session* button appears. This will copy all **Active** Programs from the Previous Session (and all settings for these Programs) and refresh the page. The Program information is copied from the session marked as Previous Session in the Admin | Sessions page.

***Note**: When a User enters the Admin | Program page in Edit mode, it will disable the Session drop-down list. This keeps the Session from being changed while data is being edited.*

8.10.1 Add or Edit Programs



Program* *(Mandatory)*: Enter or edit the name of the program.

Division* *(Mandatory)*: The Division field will default to the assigned User's Division. Only Users with the appropriate role can modify this field.

Active: Select if the Program is still active within the Division.

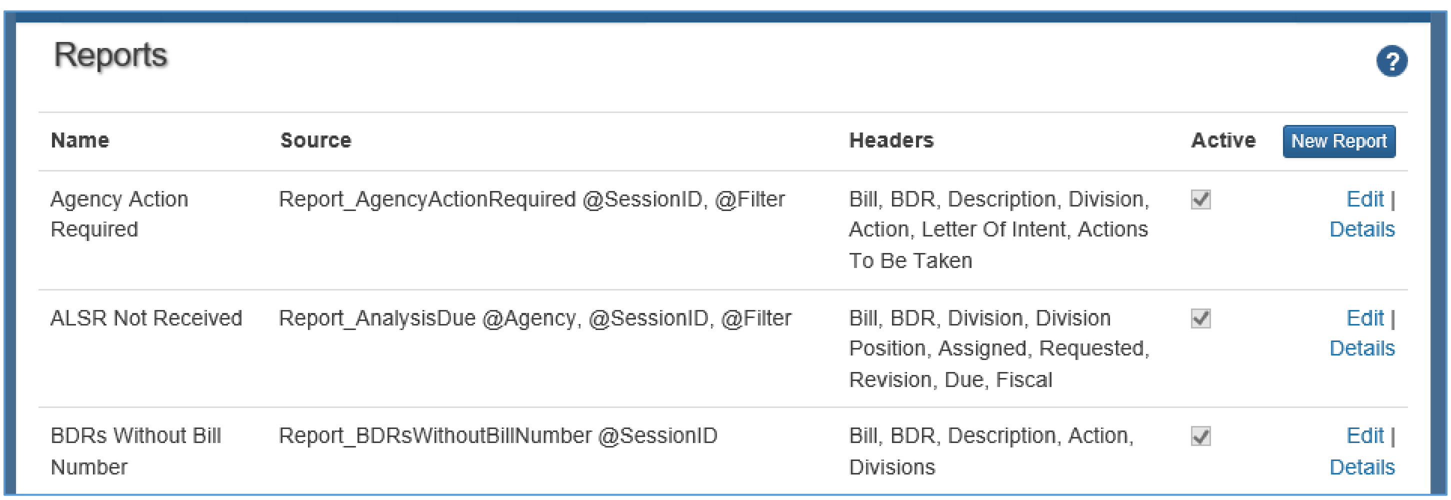
Save: Clicking this button saves any changes and returns the User to the Programs screen.

Create (New Program): Click this button to Create the New Program information and return to the Programs screen.

Back to List: Clicking this button returns the User to the Programs screen without saving any changes.

8.11 Reports

Admin | Reports allows the User to Add (New), Edit (Change) and View (Details) for Reports.



Reports

Name	Source	Headers	Active	New Report
Agency Action Required	Report_AgencyActionRequired @SessionID, @Filter	Bill, BDR, Description, Division, Action, Letter Of Intent, Actions To Be Taken	✓	Edit | Details
ALSR Not Received	Report_AnalysisDue @Agency, @SessionID, @Filter	Bill, BDR, Division, Division Position, Assigned, Requested, Revision, Due, Fiscal	✓	Edit | Details
BDRs Without Bill Number	Report_BDRsWithoutBillNumber @SessionID	Bill, BDR, Description, Action, Divisions	✓	Edit | Details

To add a new Report, a query (SQL Server stored procedure) must first be created within the database. Then the settings can be added via these screens to run the new query with the proper parameters and column names. Note that Name*, Source* and Headers* are Mandatory fields.

Reports

Edit

Name*	ALSR Not Received
Source*	Report_AnalysisDue @Agency, @SessionID, @Filter
Headers*	Bill, BDR, Division, Division Position, Assigned, Requested, Revision, Due, Fiscal
Filter	Report_AnalysisDue_Filter
Filter2	
Active	☑

Save | Back to List

8.12 Roles

User Roles are created to assign access to application pages and assist in assigning Roles to Users of the Legislative Bill Tracking application.

Roles

Role	Abbr	Description	Active	New Role
Employee	E	This is the default Role for all Users and has limited access (View)	☑	Edit | Details
Supervisor	S	This Role is not currently in use (placeholder)	☑	Edit | Details
Legislative Liaison	L	This Role receives Emails for their home Division	☑	Edit | Details
Agency (Division) Administrator	A	This Role allows Editing of Division-level fields for the User's home Division	☑	Edit | Details
Dept Administrator	D	This Role is for the Director's Office (DO) to have Department-wide access to Edit.	☑	Edit | Details
System Administrator	Z	This Role allows access to all items in the Admin menu.	☑	Edit | Details
User Supreme	U	Not being Used	☐	Edit | Details
Bill Maintenance	B	This Role allows Editing of Bill-level fields.	☑	Edit | Details
Fiscal Impact	F	This Role receives Fiscal Impact Emails for the specific Division.	☑	Edit | Details

Each Role is associated with a capital Letter and those letters are displayed next to the User login | Division fields at the top of the page indicating their access/role. For example; if the User Role is Legislative Liaison, that User cannot perform Bill Maintenance (B), but does have access to certain pages in the Legislative Bill

Tracking Application. However, since Roles are cumulative, a User could have both the Legislative Liaison (L) and Bill Maintenance (B) Roles.

Roles can be Added (New), Edited (Changed) or Viewed (Details) at any time to prevent or allow User access to program functionality. Once a User is changed, the new permissions will take effect the next time that User logs in.

Permissions by Role

- **Employee (E)**
    - Access (Default role for all Users)
        - View Alerts, Dashboard, Reports, Bills
        - View Bill Details
            - Bill-level fields
            - Division-level fields for home Division PLUS any other Division that has Saved info
    - Receive Emails
        - Analysis Due Emails if User is Assigned as Analysis
        - Testimony Due Emails if User is Assigned as Testimony or Presenter

- **Legislative Liaison (L)**
    - Access
        - Employee Access PLUS
        - Edit Bill Details
            - Division-level fields only
        - Edit Admin
            - Alerts, Branches, Programs, Staff
    - Receive Emails
        - All Action Due Emails for home Division
        - All Bill Update Emails for home Division

- **Agency (Division) Administrator (A)**
    - Access
        - Legislative Liaison Access PLUS
        - View Emails
        - Edit Admin
            - Users

- **System Administrator (Z)**
    - Access
        - Agency Administrator Access PLUS
        - Edit Admin
            - Codes, Committees, Divisions, Hearing Rooms, Help, Reports, Roles, Sessions

- **Department Administrator (D)**
    - Access

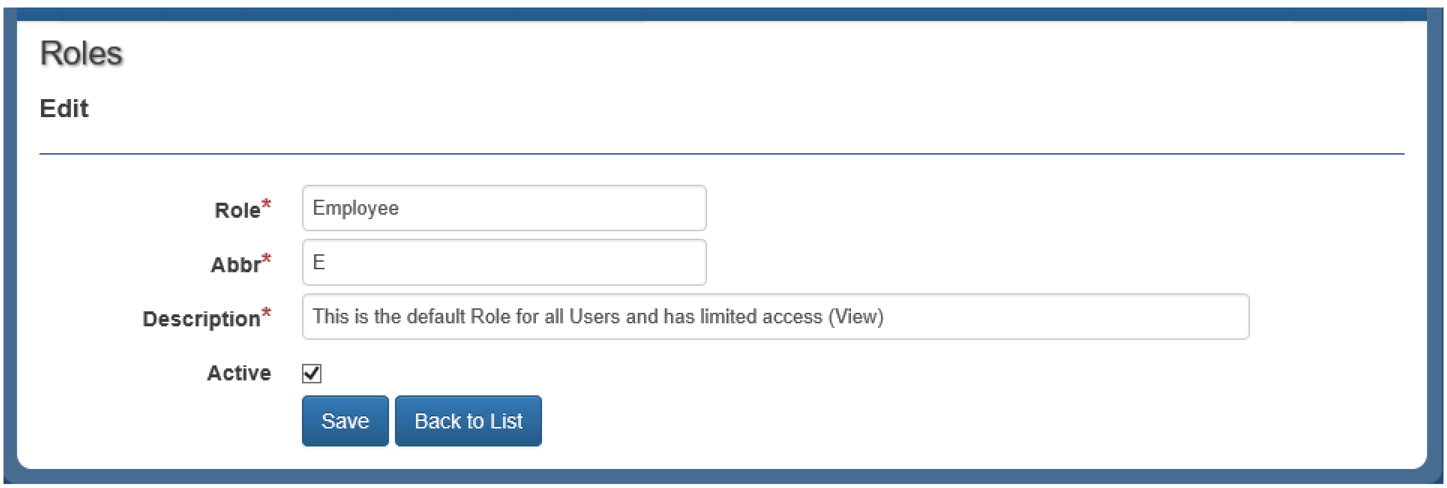
        - System Administrator Access PLUS
        - Edit Bill Details
            - Bill-level fields
        - Edit Admin
            - Batch Approvals

- **Bill Maintenance (B)**
    - Access
        - Edit Bill Details
            - Bill-level fields

- **Fiscal Impact (F)**
    - Receive Emails
        - All Fiscal Impact Document Needed Emails for Home Division

8.12.1 Add, Edit or View Roles

Admin | Roles allows the User to Add (New), Edit (Change) and View (Details) for User Roles. A User can also be changed from Active to Inactive by de-selecting the Active checkbox.



Role* *(mandatory)*: Enter the title of the Role.

Abbr* (Abbreviation) *(mandatory)*: Enter the Letter Abbreviation for the Role.

Description* *(mandatory)***:** Enter the Description for the Role.

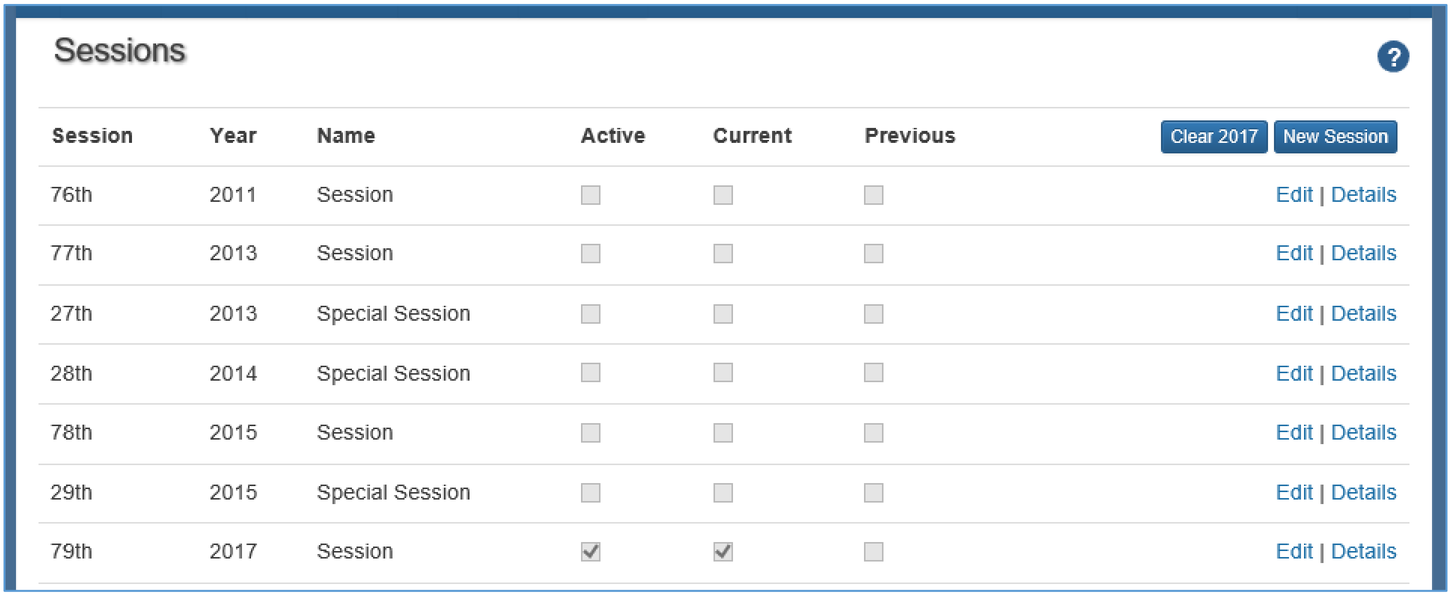
Active: Select if the Role will be Active and visible in the User Role selection.

Create (New Role): Click this button to Create the New Role information and return to the Roles screen.

Back to List: Click this button to return the User back to the Roles screen without saving any changes.

8.13 Sessions

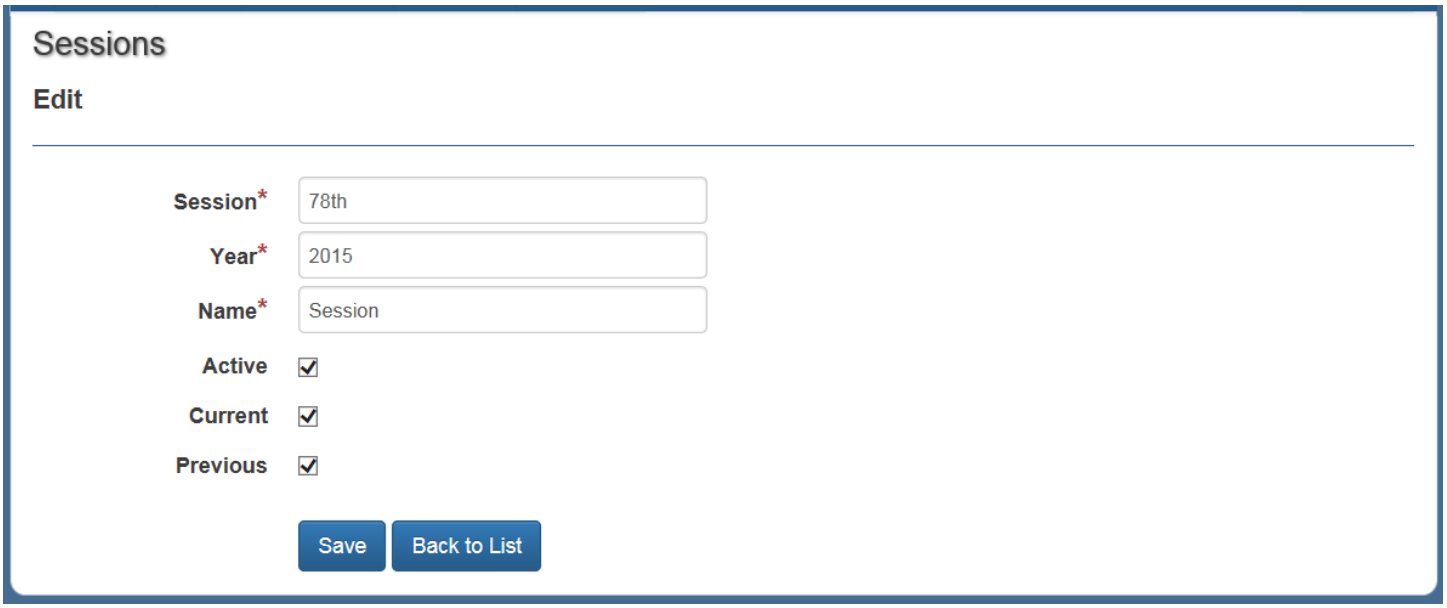
Admin | Sessions allows the User to Add (New), Clear the Current Session, Edit (Change) and View (Details) for Legislative Sessions. A Legislative Session can also be marked as Active, Current or Previous.



Sessions

Session	Year	Name	Active	Current	Previous	Clear 2017 New Session
76th	2011	Session	☐	☐	☐	Edit | Details
77th	2013	Session	☐	☐	☐	Edit | Details
27th	2013	Special Session	☐	☐	☐	Edit | Details
28th	2014	Special Session	☐	☐	☐	Edit | Details
78th	2015	Session	☐	☐	☐	Edit | Details
29th	2015	Special Session	☐	☐	☐	Edit | Details
79th	2017	Session	☑	☑	☐	Edit | Details

8.13.1 Add, Editor or View Legislative Sessions



Session* *(Mandatory)*: Enter the number of the legislative session as assigned by the State of Nevada.

Year* *(Mandatory)*: Enter the year of the Legislative Session.

Name* *(Mandatory)*: Enter the name of the Session (e.g., Session, Special Session).

Active: Select if this Session should be displayed for selection in the Legislative Bill Tracking Session dropdown box.

Current: Select if this Session is the current Legislative Session.

> ***Note:*** *Checking the **Active** and **Current** session checkboxes will cause the application to default to the Active, Current Session displayed in the Session dropdown at the top of the page when Users login to the Legislative Bill Tracking System.*

Previous: Indicate if this is the previous Legislative Session.

> ***Note:*** *The Previous checkbox determines which Branches, Programs and Staff are copied, as defined on the Admin pages, when the Copy from Previous Session button is clicked (Refer to Admin Branches, Programs and Staff options).*

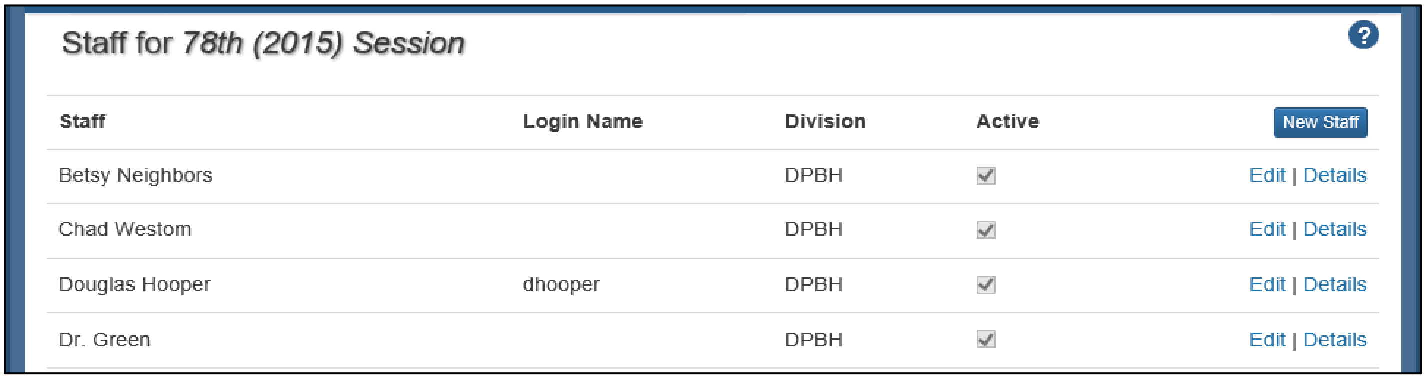
Create (New Session): Click this button to Create the New Legislative Session information and return to the Sessions screen.

Save: Clicking this button saves the data and returns the User to the Sessions screen.

Back to List: Clicking this button returns the User to the Sessions screen without saving any changes.

8.14 Staff

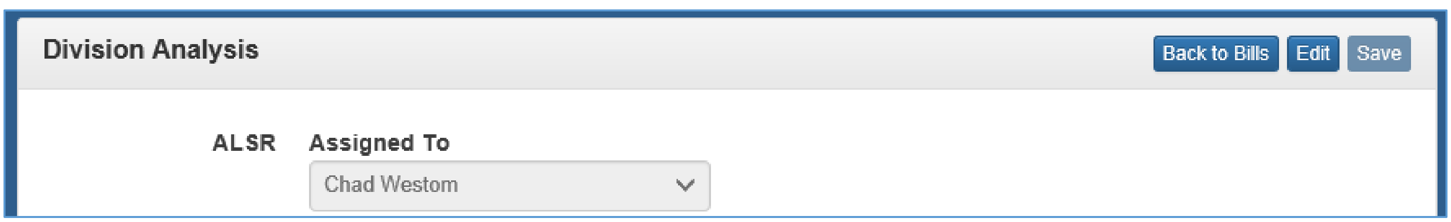
Staff Lists are based on Division and the selected Legislative Session. When New Sessions are added the dropdown list is refreshed.


Staff for 78th (2015) Session

Staff	Login Name	Division	Active	New Staff
Betsy Neighbors		DPBH	✓	Edit | Details
Chad Westom		DPBH	✓	Edit | Details
Douglas Hooper	dhooper	DPBH	✓	Edit | Details
Dr. Green		DPBH	✓	Edit | Details

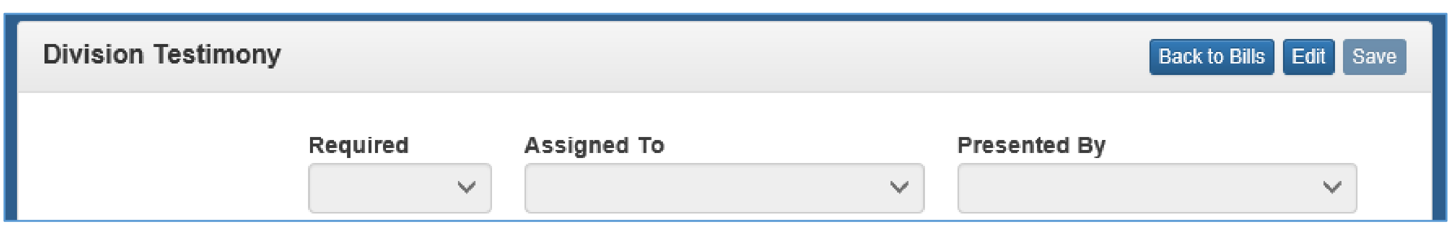
All **Active** Staff members will be listed in the Division Analysis screen under the ALSR Assigned To dropdown.

Division Analysis: Select the User that the ALSR is Assigned To.



All **Active** Staff members will be listed in the Division Testimony screen under the Assigned To and Presented By dropdown.

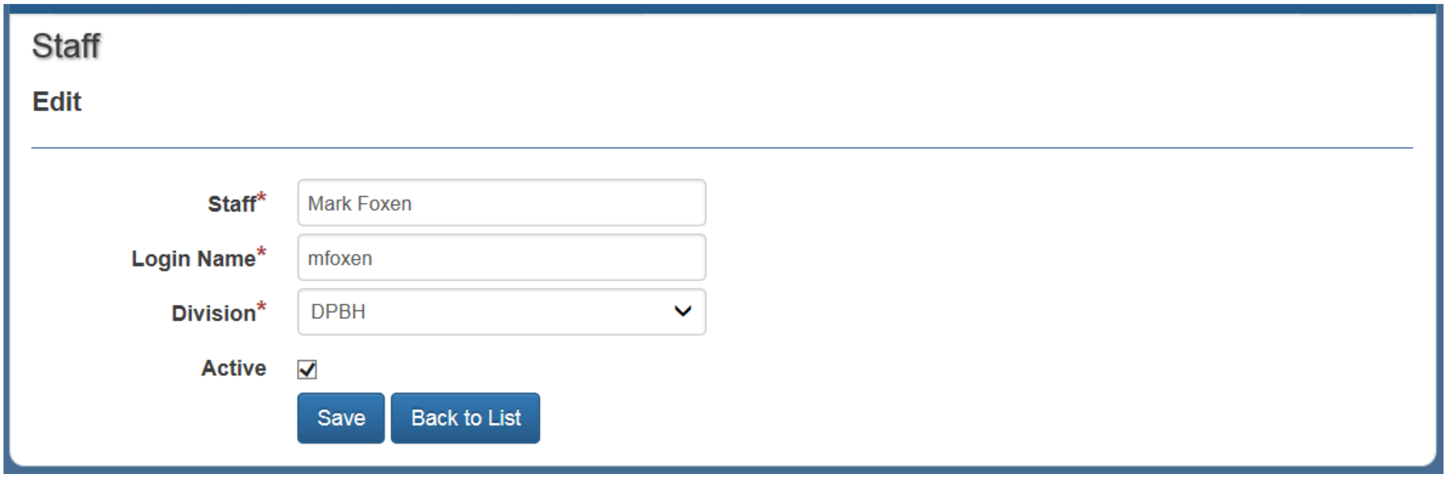
Division Testimony: Select the User that the Testimony is Assigned To and the User the Testimony will be Presented By.



If the Staff list is empty for a specific Session, a *Copy Staff from Previous Session* button appears. This will copy all **Active** Staff from the Previous Session (and all settings for these Staff members) and refresh the page. The Staff information is copied from the session marked as Previous Session in the Admin | Sessions page.

> ***Note**: When a User enters the Admin | Staff page in Edit mode, it will disable the Session drop-down list. This keeps the Session from being changed while data is being edited.*

8.14.1 Add, Edit or View Staff Details



Staff* *(Mandatory)*: Edit the name of the Staff member.

Login Name* *(Mandatory)*: Enter the system Login Name for the Staff member.

Division* *(Mandatory)*: The Division name will default to the Division of the User.

Active: Select if the Staff member is an Active employee with the Division.

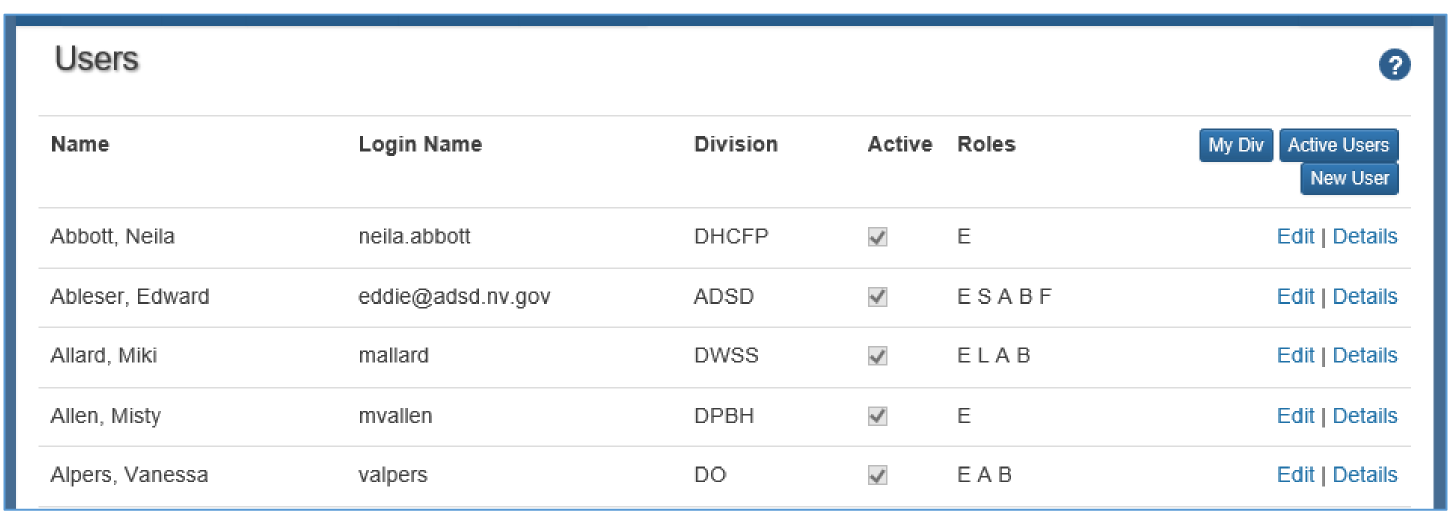
Save: Click this button to save the changes and return to the Staff List screen.

Create (New Staff): Click this button to Create the New Staff information and return to the Staff List screen.

Back to List: Click this button to return to the Staff List without saving any changes.

8.15 Users

Admin | Users allows the User to Add (New User), Filter by Active Users, Filter by My Div, Edit (Change) and View (Details) for Users. Each User is assigned a Division and Users are **never deleted** from the Legislative Bill Tracking system and are identified as Active or Inactive by selecting or de-selecting the Active checkbox. To deactivate a User, click on the Active checkbox to clear the field and that User will no longer have access to Legislative Bill Tracking but will continue to appear on Reports that encompass the history of when the User was active in the system.



Users

Name	Login Name	Division	Active	Roles	My Div Active Users New User
Abbott, Neila	neila.abbott	DHCFP	✓	E	Edit | Details
Ableser, Edward	eddie@adsd.nv.gov	ADSD	✓	E S A B F	Edit | Details
Allard, Miki	mallard	DWSS	✓	E L A B	Edit | Details
Allen, Misty	mvallen	DPBH	✓	E	Edit | Details
Alpers, Vanessa	valpers	DO	✓	E A B	Edit | Details

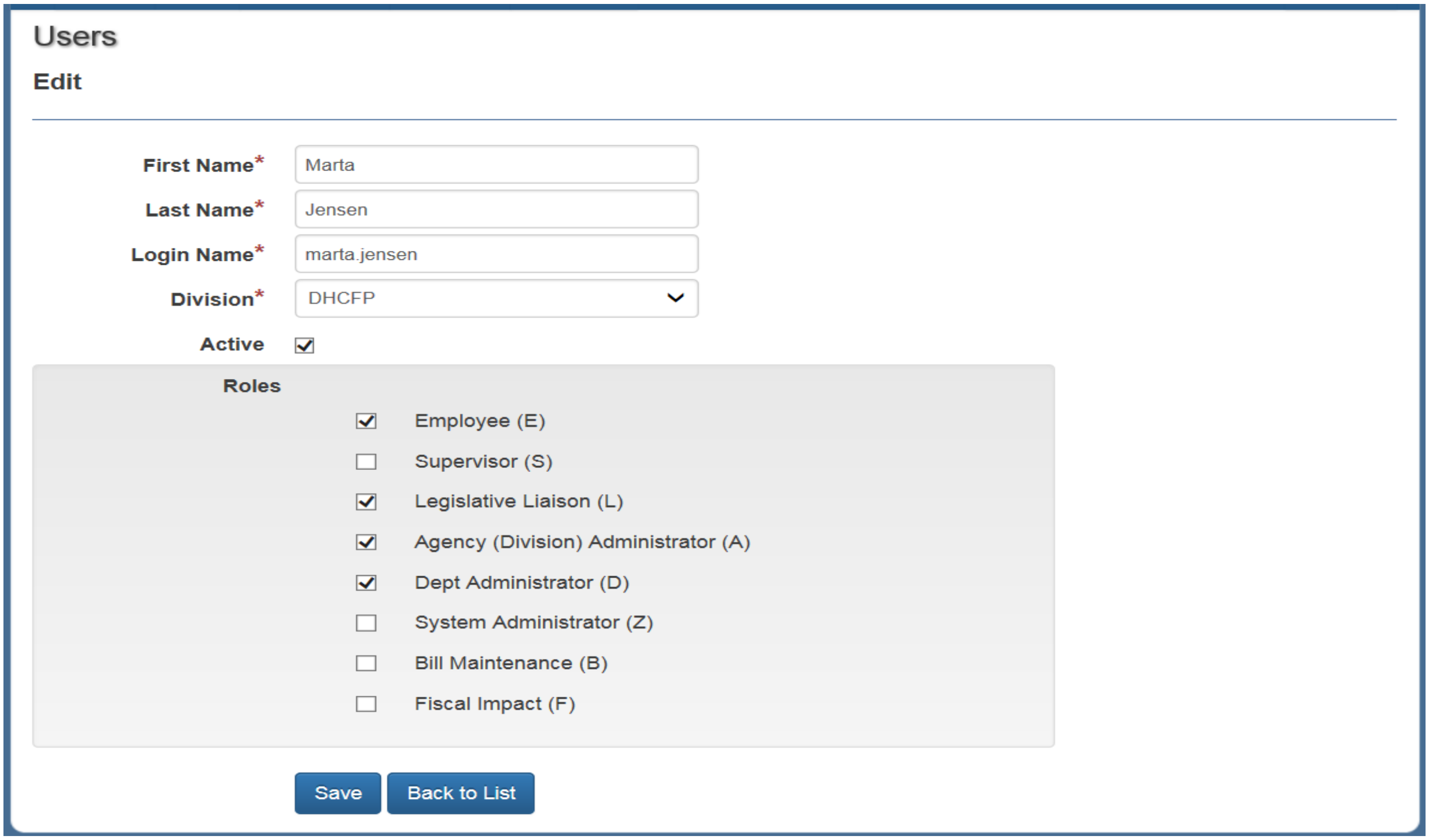
> ***Note:*** *Only Users with System Administration access can* ***Add*** *a New User or Change a User's permissions.*

The Users List is remains static throughout the application and is not 'copied' or changed from session to session. Only Users with an **Active** status will be allowed to access the Legislative Bill Tracking system.

> ***Note:*** *If a User is no longer with a Division, change their status to inactive by unchecking the* ***Active*** *box and clicking the* ***Save*** *button. This will prevent the Users access to the system. If you want the User to have View Only access, change their role to* ***Employee*** *only.*

To filter the data to only include the Users assigned to a Division, click the **My Div** button. To limit the list to just Active Users, click the **Active Users** button. To create a New User, click the **New User** button.

8.15.1 Add or Edit Users



First Name* *(Mandatory)*: Enter the first name of the user.

Last Name* *(Mandatory)*: Enter the last name of the user.

Login Name* *(Mandatory)*: Enter the login name for the user. This is the name they use when signing into their computer system.

> ***Note:*** *When the page is saved, the system will grab the user's email address from the Active Directory, if available.*

Division* *(Mandatory)*: Defaults to the signed in user's Division. Cannot be changed without the appropriate user role.

Active: Select to make the User an Active staff member. If this box is not checked, the user will not be able to access the system.

Roles: Select the permission Roles for the User. At a minimum the user should be marked as **Employee** which gives them View access only.

Create Button: Click this button to Create the New User and return to the User Listing

Back to List Button: Click this button to return to the User Listing without saving any information.

9 Emails

Automatic emails are sent via the system when certain conditions are met. These emails can be viewed via the Emails Sent report on the Reports page.

Email Alerts are triggered by various methods, including:

- Bill Update
- Bill Team Update
- Action Due
- Trigger

9.1 Bill Update Emails

Bill Update Emails are sent as a result of editing (changing) Bill Information. These emails are triggered any time the User selects to Edit a Bill to perform updates (as detailed below), and the Save button is clicked. The update to Bill information is immediate and the email is sent at that time.

These Emails are triggered by a change to a Bill-level field.

9.1.1 Required Action Critical (ID = 201)

- Triggers
    - Required Action changed to Critical
- Recipients
    - Roles = Legislative Liaison (L), System Administrator (Z)
    - Teams = All

9.1.2 Team Change (ID = 202)

- Triggers
    - Teams changed (Lead, Second, Third, Fourth)
- Recipients
    - Roles = Legislative Liaison (L)
    - Teams = Lead, Second, Third, Fourth
        - If Team selected is ALL, all Teams will be recipients

9.2 Bill Team Update Emails

Bill Team Update Emails are sent as a result of editing (changing) Bill Team Information. These emails are triggered any time the User selects to Edit a Bill Team field to perform updates (as detailed below), and the Save button is clicked. The update to Bill Team information is immediate and the email is sent at that time.

These Emails are triggered by a change to a Bill Team-level field.

9.2.1 Position Concerns (ID = 301)

- Triggers
    - Position changed to Concerns
- Recipients
    - Roles = Legislative Liaison (L), System Administrator (Z)

  - Teams = Team selected

9.2.2 Analysis Staff Change (ID = 302)

- Triggers
  - ALSR Assigned To changed
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected
  - Users = ALSR Assigned To selected User

9.2.3 Testimony Staff Change (ID = 303)

- Triggers
  - Testimony Assigned To Watch changed
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected
  - Users = Testimony Assigned To Watch selected User

9.2.4 Testimony Presenter Staff Change (ID = 304)

- Triggers
  - Testimony Presented By changed
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected
  - Users = Testimony Present By selected User

9.2.5 Fiscal Impact Change (ID = 305)

- Triggers
  - Fiscal Impact changed to True
- Recipients
  - Roles = Legislative Liaison (L), Fiscal Impact (F)
  - Teams = Team selected

9.2.6 Analysis Approve Revise (ID = 306)

- Triggers
  - ALSR DHHS Approved changed to True
  - ALSR DHHS Revise changed to True
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected

9.2.7 Testimony Approve Revise (ID = 306)

- Triggers
  - Testimony DHHS Approved changed to True
  - Testimony DHHS Revise changed to True
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected
- NOT ACTIVE

9.3 Action Due Emails

Action Due Emails are sent automatically as a result of adding or changing data in specific Bill information fields. Access to fields that trigger Action Due Emails is determined by the Role and User assignment for a specific Bill. These emails are limited to a single send email, triggered by the following actions performed by the User when they Add (New) or Edit (Change) data in the Bill Information fields. Action Due Emails are sent a maximum of once per calendar day.

How often and how far in advance are based on the following settings found in Admin > Codes:

- ActionDueEmailLeadDays
  - Currently 5 days
- ActionDueEmailSuppressDays
  - Currently 3 days

9.3.1 Time Of Meeting (ID = 101)

- Triggers
  - Legislative Meeting is approaching
- Recipients
  - Roles = Legislative Liaison (L), System Administrator (Z)
  - Teams = Lead, Second, Third, Fourth
    - If Team selected is ALL, all Teams will be recipients

9.3.2 Analysis Due (ID = 102)

- Triggers
  - ALSR Due date is approaching or in the past
  - ALSR Received date is empty
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected
  - Users = ALSR Assigned To selected User

9.3.3 Testimony Due (ID = 103)

- Triggers
  - Testimony Due date is approaching or in the past
  - Testimony Received date is empty
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected
  - Users = Testimony Assigned To Watch selected User
- NOT ACTIVE

9.3.4 Fiscal Impact Document Needed (ID = 104)

- Triggers
  - Fiscal Impact is True
  - Fiscal Impact Document has not been Uploaded
- Recipients
  - Roles = Legislative Liaison (L), Fiscal Impact (F)
  - Teams = Team selected
- NOT ACTIVE

9.3.5 Testimony Staff Needed (ID = 105)

- Triggers
  - Testimony is Yes
  - Testimony Assigned To Watch is empty - OR - Testimony Presented By is empty
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected
- NOT ACTIVE

9.3.6 Testimony Dates Needed (ID = 106)

- Triggers
  - Testimony is Yes
  - Testimony Requested date is empty - OR - Testimony Due date is empty
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected
- NOT ACTIVE

9.3.7 Testimony Not Sent (ID = 107)

- Triggers
  - Testimony is Yes
  - Testimony Received date is NOT empty
  - Testimony Sent date is empty
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected
- NOT ACTIVE

9.3.8 Analysis Staff Or Dates Needed (ID = 108)

- Triggers
  - ALSR Assigned To is empty -OR- ALSR Requested date is empty -OR- ALSR Due date is empty
  - ALSR Assigned To is NOT empty -OR- ALSR Requested date is NOT empty -OR- ALSR Due date is NOT empty
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected
- NOT ACTIVE

9.3.9 Analysis Not Sent (ID = 109)

- Triggers
  - ALSR Received date is NOT empty
  - ALSR Sent date is empty
- Recipients
  - Roles = Legislative Liaison (L)
  - Teams = Team selected

9.3.10 Position Needed (ID = 110)

- Triggers
  - Position is empty
- Recipients

  - Roles = Legislative Liaison (L)
  - Teams = Team selected
- NOT ACTIVE

9.4 Trigger Emails

These Emails are triggered by an action taken by a User, generally a button click.

9.4.1 Reprint (ID = 401)

- Triggers
  - Click the Send Reprint Alerts button
  - Generally would be done when a new Reprint occurs and the Reprint # field has been updated
- Recipients
  - Roles = Legislative Liaison (L), System Administrator (Z)
  - Teams = Lead, Second, Third, Fourth
    - If Team selected is ALL, all Teams will be recipients
  - Users = ALSR Assigned To selected User for each of the Teams

10 Establishing a New Session

When establishing a new session in the database there are several steps that must be taken in sequential order for the establishment to be correct.

DIRECTOR'S OFFICE RESPONSIBILITIES

Prior to the updating of the Division's information, a New Session must be created.

1. Create a new session via the Session screen under ADMIN. Ensure the **Active** and **Current** checkboxes are marked.

2. Edit the previous session on the Session screen by marking it **Active** and **Previous**.

   ***Note**: Ensure only one session is marked as **Previous**.*

3. **Divisions** – Ensure each DHHS Division is entered and marked as active. For previous Divisions that are no longer associated to the Department, these should not have the **Active** checkbox marked. They cannot be deleted from the system but they can be removed from the selection list by not marking the **Active** checkbox.

4. **Committees** – Ensure each Legislative Committee is entered along with their respective rooms and dates/times.

5. **Hearing Rooms** – Ensure each Legislative Hearing Room is entered and the internet link to the room is accurate.

DIVISION RESPONSIBILITIES

After the new session has been established each Division is responsible for setting up their agency's information.

1. **Branches** – On the Branches screen, click the Bring Session Info Forward button. This will bring all active Branches from the previous session forward. Update the Branch information as needed.

2. **Programs** – On the Programs screen, click the Bring Session Info Forward button. This will bring all active Programs from the previous session forward. Update the Program information as needed.

3. **Staff** – On the Staff screen, click the Bring Session Info Forward button. This will bring all active Staff from the previous session forward. Update the staff information as needed.

4. **Users** – Review all users to ensure they have the appropriate access for the new session. This list is not pulled forward as it remains in effect from session to session.

    Note*: When a user enters the Branches, Programs and/or Staff pages in Edit mode, it will disable the Session drop-down list. This keeps the Session from being changed while data is being edited.*